

ADDRESS: **Pajaro Sunny Mesa CSD**

136 San Juan Rd
Royal Oaks, CA 95076

PHONE: 831-722-1389

Enterprise System Catalog:

AUGUST 18, 2016

VENDOR AND PRODUCT: **Intuit, Quickbooks**

SYSTEM PURPOSE: To keep all customer and billing information, payroll information, and to send invoices from

CATEGORIES/TYPES OF DATA: Customer/Vendor contact Info, employee info, payroll, historical invoices and payment information

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Corbin Willits Systems, Mom Software**

SYSTEM PURPOSE: Tracks customer payments, database for customer water usage, generates reports

CATEGORIES/TYPES OF DATA: Customer contact info, water usage and billing information

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft , Excel**

SYSTEM PURPOSE: Used to create excel spreadsheets regarding employee pay/benefits information and water sales/usage

CATEGORIES/TYPES OF DATA: Water usage/sales, employee benefits, to keep track of misc. data

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Pyramid, TimeTrax EZ**

SYSTEM PURPOSE: To keep track of employees hours worked/employee vacation/sick leave

CATEGORIES/TYPES OF DATA: Stores and tracks employees hours worked, days off, vacation/sick leave

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: On demand (automated)

FREQUENCY OF UPDATE: As needed

