Address: **Eastside Water District**
731 East Yosemite Avenue, Suite B #147
Merced, CA 95340

Phone: **209-626-5523**

Enterprise System Catalogue

January 25, 2022

VENDOR AND PRODUCT:	**Intuit, Quickbooks**
SYSTEM PURPOSE:	To track bills paid and income received
CATEGORIES/ TYPES OF DATA:	Customer contact information, financial data, such as income received and funds expended
DEPT/ PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	Every 30 days
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Excel**
SYSTEM PURPOSE:	To track property assessment information
CATEGORIES/ TYPES OF DATA:	Landowner contact information, landowner acreage and APN numbers
DEPT/ PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Outlook**
SYSTEM PURPOSE:	Communication via electronic mail, and calendaring system
CATEGORIES/ TYPES OF DATA:	Communication data and calendaring data
DEPT/ PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Publisher**
SYSTEM PURPOSE:	Used to prepare postcards to landowners announcing workshops and other important information
CATEGORIES/ TYPES OF DATA:	Postcards are contained in this system
DEPT/ PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Word**
SYSTEM PURPOSE:	Preparing meeting agendas, reports and correspondence
CATEGORIES/ TYPES OF DATA:	Meeting minutes, memorandums, reports, letters and agendas
DEPT/ PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed