

ADDRESS: **Las Gallinas Valley Sanitary District**

101 Lucas Valley Road, Suite 300

San Rafael, CA 94903

PHONE: 415-472-1734

Enterprise System Catalog:

JULY 24, 2024

VENDOR AND PRODUCT: **Microsoft, Office Suite**

SYSTEM PURPOSE: Creating Documents, spreadsheets, agendas

CATEGORIES/TYPES OF DATA: Board agendas, Lateral Assistance Applicants, Lateral improvement information

DEPT./PRIMARY CUSTODIAN: All Departments

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: Lateral Repair/Replacement Tracking

CATEGORIES/TYPES OF DATA: Names, Contact Information

DEPT./PRIMARY CUSTODIAN: Collections

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: Tracking Loan Applicants

CATEGORIES/TYPES OF DATA: Names, Contact Information, Application status, funding amount

DEPT./PRIMARY CUSTODIAN: Collections, Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Intuit Software, Quickbooks**

SYSTEM PURPOSE: Accounting

CATEGORIES/TYPES OF DATA: Names, Contact information

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Caselle, Caselle Connect**

SYSTEM PURPOSE: Accounting

CATEGORIES/TYPES OF DATA: Names, Contact Information

DEPT./PRIMARY CUSTODIAN: Admin

FREQUENCY OF COLLECTION: Every day

FREQUENCY OF UPDATE: Every day



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