ADDRESS: **Las Gallinas Valley Sanitary District**
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

PHONE: 415-472-1734

Enterprise System Catalog:

AUGUST 21, 2023

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:	Administation
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