

Catalog of Enterprise Systems

Vendor	Product	Purpose	Data Type	Custodian	Collections Frequency	Update Frequency
Microsoft	Microsoft Office 2010	General documentation: Accounting Spreadsheets, Standard Operating Procedure documentation and general word processing	Text, graphics and numerical data	Admin	Daily	Daily
Intuit Inc	Quickbooks	Accounting	Financial Transactions, Vendor ID and contact info	Admin	Daily as needed	Daily as needed
Sage	Sage FAS	Accounting	Inventory of assets	Admin	Annually	Annually
State of California	CAIRS	Collect emergency call out patient care data Data collected describes medical problems with patients	Records Management	Fire Captains	24x7 whenever Department is called out	24x7 whenever Department is called out