

VENDOR	PRODUCT	PURPOSE	CATEGORY/DATA TYPE	CUSTODIAN	DATA COLLECTION FREQUENCY
Microsoft	office 365	word processing, presentations, spreadsheets	documents & presentation	IT DEPARTMENT	DAILY
Microsoft	outlook	email system	electronic email/ calendari	IT DEPARTMENT	DAILY
Sage Intacct	Accounting software	invoicing	vendor billing	Finance	DAILY
Quickbooks	quickbooks accounting	archived accounting	archived vendor billing	Finance	MONTHLY
8x8 phone service	8X8	phone service	phone directory	IT DEPARTMENT	DAILY
Paychex	paychex systems	payroll	payroll	Finance	BI WEEKLY
Wizehive	zengeine	grants program database	grant application data	Grants Department	MONTHLY
Godaddy	wesbite/domain hotsing	district, pwc, gym website	website info	IT DEPARTMENT	WEEKLY
Streamline	wesbite/domain hotsing	dsitric, pwc and gym website	website info	IT DEPARTMENT	WEEKLY
Wordpress	website hosting	website hosting	news & information	IT DEPARTMENT	WEEKLY
Mailchimp	standard	e-newsletter	news & information	IT DEPARTMENT	WEEKLY/MONTHLY
Adobe pro	adobe acrobat	document sharing, board packet	email info and grant data	IT DEPARTMENT	DAILY
Boarddocs	dilligent	board packets and agendas	board meeting documents	IT DEPARTMENT	MONTHLY