### Enterprise System Catalog:

**As of March 2017**

<table>
<thead>
<tr>
<th>Vendor and Product</th>
<th>System Purpose</th>
<th>Categories/Types of Data</th>
<th>Dept/Primary Custodian</th>
<th>Frequency of Collection</th>
<th>Frequency of Update</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intuit, QuickBooks</strong></td>
<td>Track project billing, accounts payable, accounts receivable and the annual</td>
<td>Customer and vendor contact info, historical invoice and payment information, outstanding bills to be paid, bank reconciliations, budget info</td>
<td>Office Manager</td>
<td>Daily</td>
<td>As needed</td>
</tr>
<tr>
<td><strong>ArcGIS</strong></td>
<td>Track spatial locations of projects and components; catalog plant species</td>
<td>Maps, plant species</td>
<td>Project Managers</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td><strong>Microsoft, Excel</strong></td>
<td>Track volunteer lists, contact information</td>
<td>Volunteer contact info</td>
<td>Staff</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td><strong>Microsoft, Excel</strong></td>
<td>Track and manage mailing lists, including newsletter recipients</td>
<td>Customer contact information</td>
<td>Office Manager; Staff</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td>Vendor and Product:</td>
<td><strong>Mail Chimp</strong></td>
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</tr>
<tr>
<td>System Purpose:</td>
<td>Manage subscription lists and teacher correspondence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Categories/Types of Data:</td>
<td>Teacher contact information</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Dept/Primary Custodian:</td>
<td>Education Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency of Collection:</td>
<td>As needed</td>
<td></td>
<td></td>
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<td>Frequency of Update:</td>
<td>As needed</td>
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<tr>
<th>Vendor and Product:</th>
<th><strong>Microsoft, Excel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>System Purpose:</td>
<td>Track receipts and other billing information, including funding sources, independent of QuickBooks</td>
</tr>
<tr>
<td>Categories/Types of Data:</td>
<td>Customer and vendor contact info, receipts and other billable items, payment info, funding info</td>
</tr>
<tr>
<td>Dept/Primary Custodian:</td>
<td>Project Managers</td>
</tr>
<tr>
<td>Frequency of Collection:</td>
<td>As needed</td>
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<tr>
<td>Frequency of Update:</td>
<td>As needed</td>
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<th>Vendor and Product:</th>
<th><strong>Microsoft, Excel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>System Purpose:</td>
<td>Track student participation for each educational program</td>
</tr>
<tr>
<td>Categories/Types of Data:</td>
<td>School contact information; number or participating students</td>
</tr>
<tr>
<td>Dept/Primary Custodian:</td>
<td>Education Department</td>
</tr>
<tr>
<td>Frequency of Collection:</td>
<td>As needed</td>
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<td>Frequency of Update:</td>
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