

Address: Solano Resource Conservation District  
1170 N. Lincoln Street, Ste. 110  
Dixon, CA 95620  
Phone: (707) 678-1655

## Enterprise System Catalog:

As of March 2017

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Vendor and Product: **Intuit, QuickBooks**

System Purpose: Track project billing, accounts payable, accounts receivable and the annual budget

Categories/Types of Data: Customer and vendor contact info, historical invoice and payment information, outstanding bills to be paid, bank reconciliations, budget info

Dept/Primary Custodian: Office Manager

Frequency of Collection: Daily

Frequency of Update: As needed

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Vendor and Product: **ArcGIS**

System Purpose: Track spatial locations of projects and components; catalog plant species

Categories/Types of Data: Maps, plant species

Dept/Primary Custodian: Project Managers

Frequency of Collection: As needed

Frequency of Update: As needed

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Vendor and Product: **Microsoft, Excel**

System Purpose: Track volunteer lists, contact information

Categories/Types of Data: Volunteer contact info

Dept/Primary Custodian: Staff

Frequency of Collection: As needed

Frequency of Update: As needed

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Vendor and Product: **Microsoft, Excel**

System Purpose: Track and manage mailing lists, including newsletter recipients

Categories/Types of Data: Customer contact information

Dept/Primary Custodian: Office Manager; Staff

Frequency of Collection: As needed

Frequency of Update: As needed

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Vendor and Product: **Mail Chimp**

System Purpose: Manage subscription lists and teacher correspondence

Categories/Types of Data: Teacher contact information

Dept/Primary Custodian: Education Department

Frequency of Collection: As needed

Frequency of Update: As needed

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Vendor and Product: **Microsoft, Excel**

System Purpose: Track receipts and other billing information, including funding sources, independent of QuickBooks

Categories/Types of Data: Customer and vendor contact info, receipts and other billable items, payment info, funding info

Dept/Primary Custodian: Project Managers

Frequency of Collection: As needed

Frequency of Update: As needed

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Vendor and Product: **Microsoft, Excel**

System Purpose: Track student participation for each educational program

Categories/Types of Data: School contact information; number or participating students

Dept/Primary Custodian: Education Department

Frequency of Collection: As needed

Frequency of Update: As needed