ADDRESS: **Rio Alto Water District**

Enterprise System Catalog:

DECEMBER 2, 2021

VENDOR AND PRODUCT:	**Microsoft, Excel**
SYSTEM PURPOSE:	Spreadsheets
CATEGORIES/TYPES OF DATA:	Spreadsheets for conservation, spreadsheets for internal accounting, spreadsheets for tracking projects.
DEPT./PRIMARY CUSTODIAN:	Bookkeeping/Secretarial
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**CYMA, CYMA**
SYSTEM PURPOSE:	Financial Reporting of the District
CATEGORIES/TYPES OF DATA:	General ledger, A/P, PR, Financial Statements
DEPT./PRIMARY CUSTODIAN:	Bookkeeping
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Word**
SYSTEM PURPOSE:	Correspondence
CATEGORIES/TYPES OF DATA:	Correspondence
DEPT./PRIMARY CUSTODIAN:	Administrative/Secretarial
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Continental Utility Solutions, Inc., UMS Billing Software**
SYSTEM PURPOSE:	Utility billing package
CATEGORIES/TYPES OF DATA:	Customer contact information and usage and billing information
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

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