ADDRESS: **Bodega Bay Public Utility District**
265 Doran Park Road
Bodega Bay, CA 94923

PHONE: 707-875-3332

Enterprise System Catalog:

August 7, 2019

VENDOR AND PRODUCT:	**RVS, Mosaics Billing Software Program**
SYSTEM PURPOSE:	Utility billing, Customer use records
CATEGORIES/TYPES OF DATA:	Customer contact information, usage and billing information.
DEPT./PRIMARY CUSTODIAN:	Office Administration
FREQUENCY OF COLLECTION:	Every month
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Intuit, Quikbooks**
SYSTEM PURPOSE:	Accounts receivable and payable, budgeting & records
CATEGORIES/TYPES OF DATA:	Financial, customer and employee contact information
DEPT./PRIMARY CUSTODIAN:	Office Administration
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Access, Excel & Word**
SYSTEM PURPOSE:	To store and analyze information related to District operations.
CATEGORIES/TYPES OF DATA:	Customer notices, informational/data graphs, letters to customers or vendors, district policies, programs and plans, ordinances and resolutions, water quality and production reports.
DEPT./PRIMARY CUSTODIAN:	Office Administration
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:

Ashcom, MaintiMizer

SYSTEM PURPOSE:	distributing and maintaining records of work orders, maintaining inventory records of district equipment and supplies, ordering necessary supplies via creation of PO's
CATEGORIES/TYPES OF DATA:	Inventory of District equipment and supplies, work orders, maintenance records
DEPT./PRIMARY CUSTODIAN:	District Operations
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Exchange & Outlook**
SYSTEM PURPOSE:	Email
CATEGORIES/TYPES OF DATA:	Any information relating to District operations
DEPT./PRIMARY CUSTODIAN:	IT
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Adobe, Acrobat & Reader**
SYSTEM PURPOSE:	To create and archive documents related to District operations
CATEGORIES/TYPES OF DATA:	Including but not limited to: forms, data analysis, maps, photos, BBPUD programs and plans
DEPT./PRIMARY CUSTODIAN:	Office Administration
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed