

Davis Cemetery District
820 Pole Line Road,
Davis, CA 95618
(530) 756-7807

Enterprise System Catalog

December 22, 2017

Vendor and Product: **Cembase**
System Purpose: Cemetery management software
System Purpose: Cemetery software, cemetery mapping, cemetery record management software.
Dept./Primary Custodian: Not Applicable
Frequency of Collection: As Needed
Frequency of Update: As Needed

Vendor and Product: **Microsoft, Excel**
System Purpose: Spreadsheets, budget records, financial reports, accounting.
Categories/Types of Data: Financial records, tables, spreadsheets, budget tracking necessary to document and maintain accounting.
Dept/Primary Custodian: Admin. Staff
Frequency of Collection: As needed
Frequency of Update: As Needed

Vendor and Product: **Microsoft, Outlook**
System Purpose: Exchange emails, correspondence, calendar
Categories/Types of Data: Emails, correspondence, appointments.
Dept/Primary Custodian: Not Applicable
Frequency of Collection: As Needed
Frequency of Update: As Needed

Vendor and Product: **Microsoft, Word**
System Purpose: Board meeting agenda and minutes, correspondence, administrative documents.
Categories/Types of Data: Board meeting information, policies, procedures, agendas and minutes.
Dept./Primary Custodian: Admin. Staff
Frequency of Collection: As needed
Frequency of update: As needed

Vendor and Product: **Payality**
System Purpose: Payroll
Categories/Types of Date: Office Manager
Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **Site Ground**

System Purpose: District Website

Categories/Types of Data: District information, burial mapping, calendar

Dept/Primary Custodian: Admin. Staff

Frequency of Collection: As Needed

Frequency of Update: As Needed
