Davis Cemetery District

820 Pole Line Road

Davis, CA 95616

(530) 756-7807

Enterprise System Catalog

September 11, 2019

Vendor and Product: **Cembase**

System Purpose: Cemetery management software

Categories/Types of Data: Cemetery mapping, record management and sales software

Dept. / Primary Custodian: Administrative Staff and Legacy Mark Staff

Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **Microsoft Excel**

System Purpose: Spreadsheets, budgets, financial reports, accounting

Categories/Types of Data: Records, tables, spreadsheets

Dept. / Primary Custodian: Administrative Staff

Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **Microsoft Word**

System Purpose: Administrative documents and correspondence

Categories/Types of Data: Agendas, policies, procedures, minutes, and letters

Dept. / Primary Custodian: Administrative Staff

Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **Adobe Professional**

System Purpose: Creation of forms and sales documents

Categories/Types of Data: forms and documents

Dept. / Primary Custodian: Administrative Staff

Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **Payality**

System Purpose: Payroll processing and timecards

Categories/Types of Data: Hire details, payroll, benefits, and tax details

Dept. / Primary Custodian: Administrative Staff

Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **WordPress**

System Purpose: District website

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

Dept. / Primary Custodian: Administrative Staff

Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **Google Suite**

System Purpose: Email

Categories/Types of Data: Email for all staff

Dept. / Primary Custodian: Administrative Staff

Frequency of Collection: As needed

Frequency of Update: As needed

Vendor and Product: **Team Up**

System Purpose: Shared Calendar

Categories/Types of Data: Staff, burial, and events calendars

Dept. / Primary Custodian: Administrative Staff

Frequency of Collection: As needed

Frequency of Update: As needed