

GATEWAY LOS ANGELES BUSINESS IMPROVEMENT DISTRICT

Enterprise System Catalog

| Vendor Name | Product | Purpose | Type of data | Custodian | Collection Frequency | Update Frequency |
|-------------|----------------------|--|--|-----------------------|----------------------|------------------|
| Adobe | Reader XI | Communications/ flyers/ presentations | Marketing/ General Correspondence | Administrative Office | As Needed | As Needed |
| Intuit | Quick Books Pro 2016 | Bookkeeping/ Checks/ Invoices/ Budgeting | Financial/ Customers/ Vendors | Administrative Office | As Needed | As Needed |
| Microsoft | Office Suite 2010 | Tracking/ Communication/ Presentations | Email/ Correspondence/ contacts/ calendar/ correspondence/ reports | Administrative Office | As Needed | As Needed |