

SB 272  
Catalog of Systems

	System 1	System 2
<b>Vendor</b>	Microsoft Corp.	Sage Software
<b>Product</b>	Office: Word, Excel, Access	Peachtree Accounting
<b>Purpose</b>	Policies, prodedures, correspondence, billing, historical records, spending plans	Accounting
<b>Data Type</b>	Text and graphics; numerical data of operations	Financial transactions, Vendor ID and contact info
<b>Custodian</b>	General Manager	General Manager
<b>Collection Frequency</b>	Daily, as needed	Daily, as needed
<b>Update Frequency</b>	Weekly, as needed	Weekly, as needed