

Address: San Jacinto Valley Cemetery District
2555 Santa Fe.
San Jacinto, CA 92583

Phone: 951-658-4923

ENTERPRISE SYSTEM CATALOG:
June 20, 2016

Vendor and Product: Microsoft, Word/Word Perfect

System Purpose: Board Meeting Agendas & Minutes, Correspondence, Administrative Documents, Annual Audit Reports, Financials Reports, Budget Reports, Cemetery Brochures

Categories/Types of Data: Contact Information, Burial Information, Board Meeting Information, District Financial Information, Agenda & Minutes, Budget.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed

Vendor and Product: Microsoft, Excel

System Purpose: Correspondence, Administrative Documents, Financials Reports, State Controllers Report.

Categories/Types of Data: Board Meeting Information, District Financial Information, Special Reports, Watering Schedules.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed

Vendor and Product: QuickBooks

System Purpose: Record of Monthly Financials and Statements.

Categories/Types of Data: District's financial information, names of vendors.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed

Vendor and Product: Alpha Four

System Purpose: Burial Records

Categories/Types of Data: Decedent's name, address of record, date of birth, date of death, location of death, date of internment, type of internment, veteran status, gender, location of internment, name and address of mortuary Informant's name and contact information, prices paid.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed
