Union Square Business Improvement District

Catalog of Enterprise IT Systems Used Organization Wide

Aug-16

Vendor	Product	Purpose and Description of Data	Types of Data	Primary Custodian (Dept)	Frequency Data Collected	Frequency Data Updated
Microsoft	Microsoft Exchange Online	E-mail hosting - e-mails, calendar, contacts	e-mails .pst file	Administration	Continuous	Continuos
Professional Computer Support (Dell)	Micosoft Office (Word, Excel, PowerPoint)	Wordprocessing, spreadsheets, presentations	word documents, spreadsheets, presentations	Administration	Continuous	Continuos
Intuit	QuickBooks Pro 2014 Non Profit Version	Accounting software - vendor payments, donors, supporters, all accounting entries	QuickBooks files	Administration	Continuous	Continuos
SalesForce	Salesforce Sales Module	Contact database	contacts	Marketing	Continuous	Continuos
Mailchimp	Mailchimp Marketing Automation	Sending newletters to members, stakeholders and visitors	e-mail lists	Marketing	Continuous	Continuos
Eventbrite	Event management	Setup events and send and track invites to events	lists, invites, e-mails, responses to invites	Marketing	Continuous	Continuos