

Vendor	Product	Purpose	Categories	Custodian	Frequency updated/ Collected
Microsoft	Word	Agenda/ Minutes	Document creation	Admin	As Needed
Microsoft	Excel	Spreadsheets	Spreadsheet Creation/ Information	Admin	As Needed
Adobe Acrobat	Reader	PDF Reader	Information	Admin	As Needed
Pontem	Cemetery Management	Burial Record Keeping	Information	Admin	As needed
QuickBooks Premier Professional	Accounting	Book Keeping/ Financial	Record Keeping/ Information	Admin	As needed
Windows Live	Email Software	Email	Communication	Admin	As needed