

<p>Vendor</p> <p>Product</p> <p>Purpose</p> <p>Data Type</p> <p>Custodian</p> <p>Collection Frequency</p> <p>Update Frequency</p>	<p>Microsoft Corporation</p> <p>Office 365: Word, Excel, Publisher, Outlook, PowerPoint</p> <p>Policies, Procedures, Presentations, Correspondence, e-mail, Remote Storage of Files.</p> <p>Text and graphics, numerical data of daily operation</p> <p>IT Administrator</p> <p>Daily, as needed</p> <p>Daily, as needed</p>	<p>Intuit</p> <p>QuickBooks</p> <p>Accounting</p> <p>Financial records</p> <p>Financial Administrator</p> <p>Daily, as needed</p> <p>Daily, as needed</p>
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