FOR BUSINESS SERVICES, ACCOUNTS PAYABLE AND BUDGET HOLDERS

# How a trip gets paid

However your college buys, every invoice references its PO and arrives with the trip record attached.

ALL FOUR PORTALS LIVE AT IPRONTO.COM

**District** /smccd

**College of San Mateo** /smccd-campus/college-of-san-mateo

**Cañada College** /smccd-campus/canada-college

**Skyline College** /smccd-campus/skyline-college

## THE ORDER OF EVENTS

1. **Quote**
   Priced as the trip is entered, so the department sees the number before it commits to anything.
2. **Purchase Order**
   The department raises the PO, or uses the purchasing route your college prefers.
3. **Trip**
   We confirm and hold the vehicle against that PO.
4. **Invoice**
   Issued after the trip, referencing the PO, routed to whichever point of contact you nominate before it reaches Accounts Payable.

## WHAT IS ALREADY IN THE PRICE

- Gratuities
- Fuel
- Permits
- Tolls and bridge fees
- Road usage charges
- No surcharge is added without your written approval

## WHAT THE PORTAL GIVES YOUR OFFICE

- Every request, quote, confirmation and trip record in one place
- PO-referenced invoices you can pull yourself, by college or in aggregate
- Trip history and spend by college
- Cancellations and on-time performance
- User accounts for everyone on your team who needs one
- A dedicated support line

## ONE HOUSEKEEPING ITEM

Any record still pointing at prontojourneys.com — vendor files, AP contacts, the address on file for our signatory — should move to iPronto.com. Mail to the old domain still reaches us; we would rather your files be right. The legal entity, FEIN, insurance and signatories are unchanged.

## IF A NUMBER LOOKS WRONG

Call before you process it. An invoice that does not match its PO is a mistake on our side, and we would rather fix it than have it sit in a queue.

START HERE

**iPronto.com/smccd**

Invoices, trip history and spend by college are all in the portal.



Pronto Corporation serves SMCCD under Charter Transportation Services Agreement No. 1385852, awarded by the Board of Trustees on 20 May 2026 and running 1 July 2026 through 30 June 2027. Contracting entity: Accelar, Inc. dba Pronto Corporation, 84 W. Santa Clara St., Suite 700, San Jose, CA 95113. ProntoJourneys.com is now iPronto.com.