



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 IPRONGO.COM

District /smccd

Cañada College /smccd-campus/canada-college

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

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.

iPronto.com/smccd

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