

FOR BUSINESS SERVICES, ACCOUNTS PAYABLE AND BUDGET HOLDERS

How a trip gets paid

Purchase Order only, District check, and every invoice references its PO.

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 off the approved cost schedule in the agreement, so the department sees the rate the District approved — not a new number.
- 2 Purchase Order**
The department raises the PO. Purchases under this agreement are by Purchase Order only.
- 3 Trip**
We confirm and hold the vehicle against that PO.
- 4 Invoice**
Issued after the trip, referencing the PO, routed to the assigned District or College point of contact before it reaches Accounts Payable. Payment by District check.

WHAT IS ALREADY IN THE PRICE

- Gratuities
- Fuel
- Permits
- Tolls and bridge fees
- Road usage charges
- No surcharge is added without the District's 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
- Up to 1,000 SMCCD user accounts under the platform licence
- 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 District portal.

iPronto.com/smccd

Kumar Shah, President & CEO · Kumar@iPronto.com · 650.249.7418



877-494-9377

CS@iPronto.com · 24/7