

Samphoszana Phon

From: Ms. Chanlina Suong <fm@gadc.org.kh>
Sent: Tuesday, June 16, 2020 1:37 PM
To: anm@gadc.org.kh; 'Samphoszana Phon'
Cc: 'Ms. Sokchea Touch'; 'Heng Manith'
Subject: RE: Additional Microsoft Office 365 Business Standard license has been purchased

Thanks, Chandy.

Hi Zana,
Please print attach the reimbursement.

Thanks, Lina.

From: anm@gadc.org.kh <anm@gadc.org.kh>
Sent: Tuesday, June 16, 2020 11:23 AM
To: 'Ms. Chanlina Suong' <fm@gadc.org.kh>; 'Samphoszana Phon' <hrao@gadc.org.kh>
Cc: 'Ms. Sokchea Touch' <fo@gadc.org.kh>; 'Heng Manith' <fo1@gadc.org.kh>
Subject: RE: Additional Microsoft Office 365 Business Standard license has been purchased

Dear bong,
Please find the attached file of the payment and also the detail of my bank account. I screenshot this transaction from my unity toanchet but it does not show my name on the transaction but only account number. So, I would like to additionally attached my bank detail for your reference.
Kind Regards,
Chandy

From: Ms. Chanlina Suong <fm@gadc.org.kh>
Sent: Tuesday, June 16, 2020 9:14 AM
To: 'Samphoszana Phon' <hrao@gadc.org.kh>; anm@gadc.org.kh
Cc: 'Ms. Sokchea Touch' <fo@gadc.org.kh>; Heng Manith <fo1@gadc.org.kh>
Subject: FW: Additional Microsoft Office 365 Business Standard license has been purchased

Hi Zana,

GADC has difficulty to request bank to get visa card because of multiple authorized bank signatory. So that we had requested management team to purchase on behalf of GADC. Chandy is one of management team that she allowed Bong Kanel to proceed the payment on behalf of GADC. Please proceed the reimbursement to her.

This action would frequently happy every month until we accomplish IT integrate system from all of laptops.

The attachment is invoice and request from Bong Kanel to purchase the office license as your references of reimbursement.

Hi Chandy,

Would you please share the transaction that Microsoft/Techsoup debited your bank account?

Any clarification, let me know.

Thanks,

From: Kanel Roath <kanel.roath@gadc.org.kh>

Sent: Wednesday, June 10, 2020 11:07 AM

To: Ms. Chanlina Suong <fm@gadc.org.kh>; jony_pm@gadc.org.kh; hrao@gadc.org.kh

Cc: anm@gadc.org.kh

Subject: Additional Microsoft Office 365 Business Standard license has been purchased

Dear Team,

Please kindly inform that additional 10 licenses of Microsoft Office 365 Business Standard has been purchased. After Microsoft generate its invoice in the billing section, I will send to Lina to process financial document.

Best regards,

Kanel

Purchased

**Microsoft 365 Business
Standard (Nonprofit Staff
Pricing)**

Active

\$3.00 user/month

Next billing: June 10, 2021

10 users purchased

Office 2016 desktop & mobile apps



Office 365 services



Samphoszana Phon

From: Ms. Chanlina Suong <fm@gadc.org.kh>
Sent: Tuesday, June 16, 2020 9:14 AM
To: 'Samphoszana Phon'; anm@gadc.org.kh
Cc: 'Ms. Sokchea Touch'; Heng Manith
Subject: FW: Additional Microsoft Office 365 Business Standard license has been purchased
Attachments: E0400B7V2P.pdf; Request to purchase additional Microsoft Office License (439 KB)

Hi Zana,

GADC has difficulty to request bank to get visa card because of multiple authorized bank signatory. So that we had requested management team to purchase on behalf of GADC. Chandy is one of management team that she allowed Bong Kanel to proceed the payment on behalf of GADC. Please proceed the reimbursement to her.

This action would frequently happy every month until we accomplish IT integrate system from all of laptops.

The attachment is invoice and request from Bong Kanel to purchase the office license as your references of reimbursement.

Hi Chandy,

Would you please share the transaction that Microsoft/Techsoup debited your bank account?

Any clarification, let me know.

Thanks,

Lina

From: Kanel Roath <kanel.roath@gadc.org.kh>
Sent: Wednesday, June 10, 2020 11:07 AM
To: Ms. Chanlina Suong <fm@gadc.org.kh>; jony_pm@gadc.org.kh; hrao@gadc.org.kh
Cc: anm@gadc.org.kh
Subject: Additional Microsoft Office 365 Business Standard license has been purchased

Dear Team,

Please kindly inform that additional 10 licenses of Microsoft Office 365 Business Standard has been purchased. After Microsoft generate its invoice in the billing section, I will send to Lina to process financial document.

Best regards,

Kanel

Purchased

Microsoft 365 Business Standard (Nonprofit Staff Pricing)

Active

\$3.00 user/month

Next billing: June 10, 2021

10 users purchased

Office 2016 desktop & mobile apps



Office 365 services



...

From: Kanel Roath <kanel.roath@gadc.org.kh>
Sent: Monday, June 8, 2020 10:06 AM
To: Ms. Chanlina Suong
Cc: ed@gadc.org.kh; 'Jony Ne'
Subject: Request to purchase additional Microsoft Office License
Attachments: List require office license_08 June 2020.docx

Dear Oun,

Please kindly inform that the progress of installing Microsoft Office license, Microsoft Team and Microsoft OneDrive for business are in progresses. With the default number that we get free license from Microsoft, we could only have 10 license of Microsoft Office installation. As I have count from the attached list, we still need more additional 10 Microsoft office license to purchase (22 peoples - 2 not require licenses - 10 free licenses = 10 require to purchase licenses).

The below screen is the option of price where we can purchase additional license. I suggest that we should move to an option 3\$ / per user / per month so we need to spend 30.00 USD per month to Microsoft as our cash flow. Currently I already installed 7 licenses where the other 3 free license will run out soon.

Please kindly discuss among your team for preparation to purchase additional license for the remain user.

Best regards,

Kanel

Screen shot: Microsoft Office 365 license option



Home



Users



Devices



Groups



Billing

Purchase services

Subscriptions

Licenses

Bills & payments

Billing accounts

Payment methods

Billing notifications



Setup



Customize navigation



Show all

Purchase services

Purchased

Microsoft 365 Business Basic (Nonprofit Staff Pricing)

Active

\$0.00 user/month

Next billing: May 26, 2021

50 users purchased

Office 2016 desktop & mobile apps

Not included

Office 365 services



Microsoft 365 Business Standard (Nonprofit Staff Pricing)

\$3.00 user/month

Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with...

Office 2016 desktop & mobile apps



Office 365 services



M
P
P
Ac

\$0
Ne
10

Off
O
Off
E
3