



Note to University regarding Copier Leases:

Please Note: ALL copier leases require purchase orders. These should be established in June of each year - PRIOR to the start of the new fiscal year.

The campus has moved to Ricoh USA, Inc. for all new copier leases. As your copier leases expire, your department will need to secure leases through Ricoh. To establish a new lease, please contact Beverly Dinges.

Beverly Dinges
Major Accounts- Higher Education

Ricoh USA, INC
7245 S Havana St., Suite 300
Centennial, CO 80112
Phone: 970-310-3838
beverly.dinges@ricoh-usa.com

There has been some confusion across campus about purchase orders and billing for the new Ricoh Copier Leases. We hope to clear up this confusion.

The Ricoh Copier Leases are actually in two parts:

1. The Base Rent

Base Rent is to be paid by Accounts Payable, against your ***purchase order***.

The PO amount should be your base rent (only) times 12 months.

For most leases, the purchase order will be issued to Wells Fargo Leasing, and payments will be made to them.*

(*There are a few exceptions, where the billing contract was made payable to Ricoh.)

2. The Copy Charges and Administrative Fee

The copy charges and administrative fees are to be paid automatically on your Corporate Card. The invoice will then be mailed to you each month for you to include as back-up with your Corporate Card charges.

These charges will show up on your Corporate Card statement as Ricoh USA, Inc.

Please make sure to sign up for automatic payments for each copier you lease.

The Credit Card Authorization Agreement may be found on the Controller's website at:

<http://www.msudenver.edu/media/content/officeofthecontroller/documents/accountspayable/Ricoh%20Credit%20Card%20Authorization%20Fillable%20Form.pdf>

All completed authorization forms should be emailed to Ricoh's secured inbox at: macrcp@ricoh-usa.com

Please be sure to only put your last 4 digits for your credit card. Ricoh will call you back for the full number.

Unfortunately, Ricoh's back end billing process was not established when they began our partnership, which caused significantly delinquent billing in FY17; however, we believe they should have things in place now to ensure timely and accurate billing for FY18. Please keep us informed if you continue to have difficulties.

If you have any questions regarding the Ricoh leases, please contact Accounting Services at 303.615.0039.

Sincerely,

Accounting Services Team