



Print Services
80 Airport Blvd.
Aurora, CO 80011

Phone – 303-326-2220
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RICOH COPIER PROGRAM - BILLING

Invoice for lease and device usage pricing will be provided monthly via e-mail to each department contact.

Online account access is available through registration at www.getmyaccounts.com.

Invoice will be delivered on the 11th of each month via e-mail.

Email sender: GE Capital IFS Invoice Distribution
Subject line of e-mail: Invoice Email Invoice Nbr#

Key Contacts

For questions regarding invoice charges, invoice payment and/or Copies:

Angela Coley
Angela.Coley@leasingconnection.com
Phone: 800-656-1005 Ext. 2852
Fax: 866-468-1879

Notification of Invoice dispute (APS Internal)
Wendy Hunter
wmhunter@aps.k12.co.us
303-326-1988 Ext. 28260

Invoice remits to: Wells Fargo Vendor Financial Services, LLC
Invoice will break out equipment rent and usage charges at the machine level.

Invoices are due on the 1st of the month after invoice delivery.
Payment will be charged to your department P-Card on the 15th of each month.

Example:

Invoice 999999999
Equipment Rent Billing Period: 10/1/16 – 10/31/16
Equipment Usage Billing Period: 9/1/16 – 9/30/16
Invoice Delivery Date: 10/11/16
Invoice Due Date: 11/1/16
P-card Draft Date: 11/15/16

For any invoice disputes, please notify Wendy Hunter at APS.
To ensure that the correct amount is charged to your department P-Card, please inform with Angela Coley at Wells Fargo of any invoice disputes **no later than the 30th of each month**. This will allow Wells Fargo enough time to correct the invoice before the P-Card is charged.

Please Note: Based on when equipment was delivered, several invoices (one invoice per month) will be delivered initially to bring billing to current. Once current, invoices will be emailed monthly.