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Ricoh Online Access to Pay Invoices

Hello University Community,

Ricoh now offers the ability to view and pay invoices at my.ricoh-usa.com.

This is the preferred method to pay Ricoh invoices with a PCard.

You must be an active PCard holder and request access to use this feature. Request access by emailing Ronald Rivera at ronald17@usf.edu.

Please label the subject line as **MyRicoh Access Request** and include your email address in the message body.

Please allow sufficient time for setup. Ronald will respond to your request when setup is complete.

Thank you for addressing your Ricoh invoices in a timely manner.

George Cotter

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Procurement Services

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