Dear USF Community,

We have a critical payment situation with Ricoh.

As of January 28, USF had $190,000+ past due across 168 Bill-to-Addresses (agreements) on 990 invoices encompassing lease payments and services and materials. These need to be paid.

You may not have been receiving your invoices due to inaccurate Bill-To information or an email contact has left USF or your department. Note it is best to have a general email address as opposed to an individual as the contact email.

We need your help updating the information. If you are contacted by Procurement Services to address outstanding invoices, please give the subject prompt attention.

**Further, effective immediately, service and supply orders will be suspended for equipment that has past due lease payments to facilitate settling the invoices and updating contact information.**

If you want to reach out to Ricoh immediately to address your specific situation, you may do so by calling or emailing to the contacts below.

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Thank you for your cooperation.