

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086561

Vendor Name: Ricoh USA, Inc

Invoice Number: 1088878697

Invoice Date: 07/21/21

PO Number: B0000273

Check Number: 0283890

Check Amount: \$ 252.50

Check Date: 08/17/2021

Department ID: 00293

Reviewer Name: Lisa Saltiel

Voucher Number: V0692777

Redaction Type: None

Document Type: AP Invoice

Document Below



# INVOICE



Ricoh USA, Inc Attn: Customer Administration  
300 Eagleview Blvd, Exton PA US 19341

Page 1 of 1

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COLLEGE OF DUPAGE  
ATTN: ACCOUNTS PAYABLE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

Invoice Number	Invoice Date
1088878697	07/21/2021
Terms	Due Date
60 NET	09/19/2021
Customer Number	Purchase Order Number
3079044	Chen, Jenny
Federal ID	DUNS#
23-0334400	04-396-4519

We appreciate your business.

For any questions, please contact us by visiting [my.ricoh-usa.com](http://my.ricoh-usa.com) and using Click to Chat or call us at 1-888-456-6457 to order additional products, supplies, services or to submit meter reads

For details on Ricoh's EPEAT and environmental initiatives, visit [www.ricoh-usa.com/environment](http://www.ricoh-usa.com/environment). Ricoh has posted to its website take back, recycling, paper content, reporting and design information for its imaging equipment/ Toner Containers/ packaging to meet EPEAT criteria. None of the returned material goes to landfill or incineration.

Service Details	QTY / UOM / Unit Price	Amount	Sales Tax	Total
<b>Service Req#: 115290158</b> Requested by Completion Date: 07/20/2021 RICOH C5100S Mfg / Config Serial # E256C400136 / C84166067 Equip ID: 13811459  <b>Equipment Location:</b> COLLEGE OF DUPAGE 425 FAWELL BLVD GLEN ELLYN IL 60137-6599  <b>LC / LABOR COLOR</b> The charge is for prepping equipment for a move, which is not covered by customer maintenance agreement	1.22 Hr @ 206.9700	252.50	0.00	252.50
<b>Total</b>		<b>252.50</b>	<b>0.00</b>	<b>252.50</b>

# INVOICE REVIEWED

# OKAY TO PAY

# LISA SALTIEL 07/27/21

COLLEGE OF DUPAGE  
ATTN: ACCOUNTS PAYABLE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

Details and Return This portion With for Payment or Pay Online at [www.ricoh-usa.com](http://www.ricoh-usa.com)  
To ensure proper crediting to your account, please write your customer and invoice number on your check

Amount Due 252.50

# APPROVED

# 08/02/21 - LISA STOCK

Make check payable and remit to:

Customer No.	3079044
Invoice Number	1088878697

Ricoh USA, Inc  
P.O. Box 802815  
CHICAGO IL 60680-2815

Amount Due 252.50

Thank you for choosing Ricoh USA, Inc

00 0010888786970 00030790448 00000252502 000000000 000000000

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From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Tue Jul 27 10:44:56 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Attached Image  
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[attachment: 1216\_001.pdf]

**Service Ticket**  
Customer Service # 888-456-6457

General	Customer	Timings	Meters
SR Ref# 115290158	COLLEGE OF DUPAGE	Arrival Date 07/20/2021 08:30	B & W Meter 4336
Model C5100S	425 FAWELL BLVD	Completion Date 07/20/2021 09:43	Color Meter 10942
EID# 13811459	Contact CAROL UNKNOWN		Total 15278
S/N C84166067	Contract Y		
Rep# 22017878	PO# Chen, Jenny B0000273		
Rep Name Botzotz, Hubert L	Customer SR Number		

Qty	Item	Ext Price	Bill Amt	Billing Reason	Date
1.25 hrs	Standard Labor- Regular hours	\$ 252.50	\$ 0.00		07-20
1.25 hrs	Total Labor	\$ 252.50	\$ 252.50	Prep Equip for Move	
1	eX2 Material Handling fee	\$ 24.95	\$ 0.00	Contract	07-20
	Total Excluding Taxes	\$ 277.45	\$ 252.50		

Problems and Work Performed: Relocation to MAC260	Contact Signature: 
Notes: 1. This service ticket serves as acknowledgement of services performed. 2. This is not an invoice. If an invoice is applicable, it will be sent.	Contact Name: CAROL UNKNOWN Contact Email: saltiell@cod.edu


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From: Saltiel, Lisa <saltiel@cod.edu>  
Sent: Tue Jul 27 12:24:11 CDT 2021  
To: invoicing@cod.edu,barriosi142@cod.edu  
CC: wadhwag@cod.edu  
Subject: 07-20-21 Ricoh Service Ticket -B0000273  
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Hello Isabel,  
Attached please review the invoice from RICOH Services. Please note the BO has been added to the invoice and advise if you require any additional information.  
Thank you.  
Best,  
Lisa

**Lisa Saltiel**

Program Support Specialist  
Arts, Communication & Hospitality  
Art, Graphic Design, Speech Communication & Theater  
**College of DuPage**  
BIC 2E07B | 425 Fawell Blvd., Glen Ellyn, IL 60137  
630-942-3303 | [saltiel@cod.edu](mailto:saltiel@cod.edu)

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**From:** noreply@ricoh-usa.com <noreply@ricoh-usa.com>  
**Sent:** Tuesday, July 20, 2021 6:05 AM  
**To:** Saltiel, Lisa <saltiel@cod.edu>  
**Cc:** Saltiel, Lisa <saltiel@cod.edu>  
**Subject:** [External] 07-20-21 Ricoh Service Ticket

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**Please do not reply to this message.** This email is an automated response sent from a notification-only address that cannot accept incoming email.

Attached is the signed Ricoh service ticket for your records . This is not an invoice. The invoice will be sent to your company billing address on file.

Thank you for your business, if you have any questions, please call 888-456-6457 and select option 9.

Thank you,  
Ricoh Service Team

[attachment: 77381413 Service Ticket\_B0000273.pdf]