

Texas A&M University - Kingsville

RICOH – Instructions on how to gain access/services/goods.

Anytime a department is seeking new service or renewals, they must send all contracts/agreements to procurement for review. Departments do not have the delegated authority to sign for TAMUK agreements. An agreement signed by TAMUK employees assume personal responsibility and hold full liability of the agreed terms.

Creating a New Account/Service Renewals/New Goods RICOH Point of Contact (POC)

Contact Larry Dreier TAMUK's RICOH representative to open a new account for services, renewal on existing copy machine, or new machine and make sure to include procurement@tamuk.edu in the email request. The department must show departmental approval in the email by attaching the department head personnel.

RICOH POC –

Larry Dreier

Account Manager
South Central Texas
RICOH Digital Services
RICOH USA,INC.
Phone: 361-960-4744
larry.dreier@ricoh-usa.com
www.ricoh-usa.com

Requisition/PO Instructions:

PO must have the correct Supply Name below. The attached agreement submitted in JavelinaBuy from RICOH can only be signed by the Procurement Department.

RICOH USA INC Address

PO BOX 650016
DALLAS, Texas 752650016 United States