



Copier/Printer Billing

All copiers & printers are charged to a District ghost card. If you need a ghost card set up for your copiers or printers please contact:

- Wendy Hunter
Purchasing Buyer
wmhunter@aurorak12.org
303-326-1988 x 28260

Xerox invoices are available to sites 10 days before the card is charged. This gives the contact person a few days to dispute any charges. If nothing is disputed the ghost card will be charged.

Each month an e-mail is sent to the contact person at your site notifying them of the charge.

If you would like to receive your invoices electronically, from Xerox please contact Wendy Hunter in Purchasing.

Lewan invoices are e-mailed to the contact person on file at Lewan. If your contact changes please inform Wendy Hunter in Purchasing so the information can get updated.

If you have any questions regarding the information on your invoice, please contact the Lewan Contract Billing team via e-mail to meter.reading@lewan.com or call 303-968-2267.

Ricoh invoices can be found at GetMyAccount.com. If you need help with registration, please contact:

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