UNIVERSITY OF SOUTH ALABAMA

PURCHASING DEPARTMENT
TELEPHONE (251) 460-6151

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TO: Our Valued Business Partners

FROM: Robert Brown
Purchasing Agent

SUBJECT: Recent Fraudulent Business Activities

This notice is to make you aware of an active scam involving purchase orders and requests for product quotations that purport to originate from the University of South Alabama but are in fact fraudulent. While the University can not prevent this illegal activity, we are continually working with law enforcement to investigate these fraudulent email contacts.

Below are some common traits or themes of the fraudulent messages that may help reduce the risk to your firm in becoming a victim of the scam:

- The email message is poorly written, with misspelling and awkward sentence structure
- The sender's email address or website link are not authentic to The University of South Alabama
- The message requests shipments of products to non-University of South Alabama addresses
- The message may include an attachment that is designed similar to a University of South Alabama purchase order, may include a logo or other graphic, and a signature that may look legitimate

If you believe you have received a fraudulent email that appears to be from the University of South Alabama, you may forward it to Robert M. Brown, University of South Alabama Purchasing Agent at rbrown@southalabama.edu or (251) 460-6151, or Ben R. Tipton, University of South Alabama Executive Director Internal Audit/Chief FCO at btipton@southalabama.edu at (251) 460-7266, to verify the legitimacy before responding to the email or filling the order.

The University of South Alabama values our partnership with you – and appreciate the very important role you play in providing goods and services to our facility, students and staff in support of their teaching, research and service. Please know that we are assisting to the fullest extent we are able with the investigation of this illegal activity by reporting all fraudulent email messages to the appropriate authorities.