

Fraud Alert

Notice to Suppliers and Potential Suppliers of Fraudulent Email Activity Involving Orders

Fairfield University would like to make you aware of an active email scam that has impacted several universities in the Northeast whereby purchase orders and request for product quotations that purport to originate from the university are in fact fraudulent. While schools cannot prevent this illegal activity, law enforcement has been notified. Please note that Fairfield University has not been impacted to date.

Please be cautious and alert to potentially false emails and order documentation, and carefully review unsolicited POs purporting to be from the University, especially if Fairfield University is not already a customer of yours. Here are some common traits or themes of these fraudulent emails that may help reduce risk to your company of becoming a victim of this financial scam:

- * The email message is poorly written, with misspelling and awkward sentence structure.
- * The sender's email address or website link is not authentic to Fairfield University.
- * The message requests shipment of product to a non- Fairfield University address. All of our shipment locations are in Fairfield, CT.
- * The message may include an attachment that is designed to look like a Fairfield University purchase order, may include a logo or other graphic, and a signature that seem legitimate, but may have misspellings or other errors that indicate it is not legitimate.

Questions,

If you have any questions as to the authenticity of a purchase order or request for quotation that purports be from Fairfield University, please contact us directly. If you believe that you have received a fraudulent email that claims to be from Fairfield University, you should forward it to purchasingdepartment@fairfield.edu to verify its legitimacy before responding to the email or filling the order.

We understand that this may be part of a massive nationwide scam, targeting educational institutions. The University accepts no liability for goods shipped based on fraudulent emails, purchase orders, or other documentation purporting to be from Fairfield University, and will not pay invoices, damages or expenses of any supplier deceived by the fraud.

The Fairfield University Purchasing department values our partnership with our suppliers and appreciates the very important role they play in providing goods and services to our faculty, students, and staff in support of their academic and research endeavors. Please be assured that we will report any and all fraudulent emails of which we become aware to the appropriate personnel.