Notice to Suppliers: Fraudulent Quote Request/Purchase Order Email Activity

The University of Texas at San Antonio (UTSA) Purchasing Department wants to alert you to an active email scam involving requests for quotations and use of purchase orders that purport to originate from UTSA are fraudulent.

While The University cannot prevent this illegal activity, we are actively working to develop more secure ways of doing business.

Common traits or themes of these fraudulent emails which may help identify fraudulent activity and reduce the risk to your company from becoming a financial victim of this scam include:

- The email message is poorly written, with misspellings and awkward sentence structure
- The sender's email address or website link are not the same as The University's standard email address domain (@utsa.edu)
- The sender’s phone number does not contain (210) 458-xxxx
- The delivery zip code is not 78249 (The zip code 78249 is unique to UTSA)

The message requests shipment/delivery of products to a non-UTSA address. Take a moment to review the address in Google maps. UTSA does not normally request delivery to apartments, mobile home parks, business complexes or residential addresses.

The quote requests large quantities of highly resalable items such as electronics, hard drives, memory, toner, medical items, etc.

Examples of fraudulent email address domains:

- @utexas-edu.com
- @purchasing-utexas-edu.com
- @utsa-edu.com
- @utsa.net
- @utsa.com
- @utsa.org

The message may include attachments designed to look like an official request for quote or purchase order and may be accompanied by a credit letter. It may also include an authentic logo copied from UTSA website or contain other graphics designed to look legitimate. It may even include a signature that appears to be genuine.

If you are not familiar with a UTSA Purchase Order and/or the content of a UTSA Purchase Order, or suspect fraud in any way, please contact the UTSA Purchasing Department by email at purchasing@utsa.edu or by phone at 210-458-4060 before responding to the email or filling the order.

Incidents or complaints may also be filed directly with the FBI Internet Crime Complaint Center located at www.ic3.gov.