All suppliers should be aware of fraudulent credit request and fraudulent Purchase Orders appearing to be submitted by The University of Texas at San Antonio or UTSA. The associated quotes will typically be in the form of email requests originating from individuals not listed on either the UTSA Purchasing Department website located at www.utsa.edu or listed in the UTSA Global Directory located at www.utsa.edu/directory. Immediately contact 210-458-4060 if any suspicious purchasing activity is suspected.

**What do I do if I suspect fraudulent activity?**

1. **VERIFY EMAIL, PHONE NUMBERS, PO DOCUMENTS, DELIVERY LOCATION, ETC**

Contact The UTSA Purchasing Department at 210-458-4060 or by email at Purchasing@utsa.edu to verify any suspicious order or email. The following items are typically associated with PO fraud.

**FRAUDULENT EMAIL ADDRESSES**
Most Universities such as UTSA use specific domain address ending only in .edu. UTSA specifically uses the domain @utsa.edu for most official email communication. (ex. purchasing@utsa.edu).

Be especially aware of email sent from any of the following addresses which are not associated to UTSA:

- quote@unitexas-edu.com
- Purchasing1@unitexas-edu.net
- accounts payable@utexas-edu.com

**FRAUDULENT PHONE NUMBERS**
Most UTSA phone numbers typically use the following format: 210-458-xxxx. Question any unknown phone calls from University staff with non 210-458-xxxx numbers such as 830-392-xxxx or 469-900-xxxx. UTSA does utilize some cellular carriers and numbers may not use the 210-458-xxxx format so be confident in who you are speaking with.

**FRAUDULENT PURCHASE ORDERS**
Fraudulent POs look very convincing and may contain official university seals as watermarks on the document. UTSA Purchase order numbers have two numbering formats shown below. Any UTSA PO not using one of the PO number formats below are more than likely fraudulent.

- PO00XXXXX
- UTSA1-0000XXXXXX

Question any PO having numbers similar to **PO #UT-307-041-67** or any other PO not matching one of the two numbering formats above.

Fraudulent Purchase Orders also have NON-UTSA delivery addresses. UTSA Purchase Orders rarely have delivery addresses outside the UTSA campuses listed at the following website. http://www.utsa.edu/visit/main-campus.html. Do not delivery UTSA orders to apartments, mobile home parks, business complexes or residential addresses.

**CREDIT APPLICATIONS**
As an agency of the State of Texas, UTSA does not typically apply for credit. Report any submission of credit application to establish a line of credit to the UTSA Purchasing Department at 210-458-4060.
2. REPORT SUSPICIOUS ACTIVITY

While the UTSA cannot prevent illegal activity such as fraudulent purchase orders, UTSA Purchasing Department, local law enforcement as well as The Federal Bureau of Investigation (F.B.I.) are aware of fraudulent purchase activity. Report all fraud cases to the following authorities:

- The UTSA Police Department – www.utsa.edu/utsapd
- The UTSA Purchasing Department – www.utsa.edu/purchasing

Complaints may be filed with the F.B.I. Internet Crime Complaint Center (IC3) online by visiting www.ic3.gov.

3. ATTEMPT RECOVERY OF SHIPPED GOODS

If your company has shipped goods based on a fraudulent PO appearing to be issued by the University of Texas at San Antonio or any other University and are facing a financial loss, contact your local Law Enforcement agency immediately.

4. ADDITIONAL QUESTIONS?

If after reviewing this advice, you are still unsure if the PO you received is fraudulent or you would like to discuss in person, please email UTSA’s Purchasing Department at purchasing@utsa.edu or by phone at 210-458-4060.

Thank You,

The University of Texas at San Antonio
Purchasing Department