UNIVERSITY OF SOUTH ALABAMA

PURCHASING DEPARTMENT AD 245 • MOBILE, AL 36688-0002 TELEPHONE (251) 460-6151 FAX (251)414-8291

TO: Our Valued Business Partners

FROM: Robert Brown �~�
Purchasing Agent

SUBJECT: Recent Fraudulent Business Activities

This notice is to make you aware ofan 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 enforcemento investigate these fraudulent email contacts.

Below are some common traits or themes ofthe fraudulent messages that may help reduce the risk to your firm in becoming a victim ofthe 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 ofSouth
Alabama
• The message requests shipments ofproducts to non-University ofSouth Alabama
addresses
• The message may include an attachmenthat 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 rbrovm(a>,southalabama.edu or(251) 460-6151, or Ben R. Tipton, University ofSouth Alabama Executive Director Internal Audit/Chief FCO at btipton({p.southalabama.edu at
(251) 460-7166, to verify the legitimacy before responding to the email or filling the order.

The University ofSouth Alabama values our paiinership with you - and appreciate the very important role you play in providing goods and services to our facility, students and staff in support oftheir teaching, research and service. P1ease know that