



Office of Purchasing Services  
921 South 8th Avenue, Stop 8110 • Pocatello, Idaho 83209-8110

## **Notice to Suppliers: Fraudulent Purchase Order Email Activity**

We want to alert you to an active email scam involving purchase orders and request for product quotations that purport to originate from Idaho State University, but are in fact fraudulent. While the University cannot prevent this illegal activity, we are actively working with law enforcement to investigate these fraudulent email contacts.

We can share some common traits or themes of these fraudulent emails that may help reduce risk to your company becoming a financial victim of this scam:

The email message is poorly written, with misspellings and awkward sentence structure.

The sender's email address or website link is not authentic to Idaho State University.

The message requests shipment/delivery of products to non University addresses.

The message may include an attachment that is designed to look like a 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 Idaho State University, you may forward it to our Purchasing department: [buyers@isu.edu](mailto:buyers@isu.edu) to verify its legitimacy before responding to the email or fulfilling the order. You may also contact the Purchasing department by phone, Monday through Friday, 7:30 am to 5:00 pm at (208) 282-3111.