



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

Northern Kentucky University Procurement Services wants to alert vendors to active email scams involving quotation requests and issue of purchase orders that impersonate originating from the University, but are actually fraudulent in nature. This activity includes impersonation of University employees who hold purchasing authority as well as exchange of forged University purchase orders.

The scam may begin with an email quote request for specific merchandise. Subsequent to the quote, a purchase order is emailed to the business that bears resemblance to an official NKU purchase order. The purchase order instructs delivery to an address not affiliated with the University. After shipping the items, the business never receives payment and is unable to retrieve the shipped products.

While the University cannot prevent this illegal activity, we want to inform the vendor community and promote awareness of such events. Major universities across the US have been targets of scams involving fraudulent quote requests or purchase orders.

To assist you in identifying possible scam activity, some common traits or themes of fraudulent quote requests/purchase orders, which may help reduce the risk to your company from becoming a victim of this scam, are below:

- The message requests shipment/delivery of products to a non-NKU address. While the University occasionally does request shipments to official satellite destinations, the shipping address will not be to warehouses, hotels, apartments, mobile home parks, or residential addresses that are out of state. Use internet services such as Google Maps or MapQuest to confirm delivery information.
- The sender's phone number is in a format other than that of the University's ((859) 572-XXXX)
- The delivery zip code is something other than 41099 or 41076
- The quote may request large quantities of highly resalable items such as electronics, hard drives, memory, toner, medical items, etc.
- The sender's email address is not the same as the University's standard email address domain (@nku.edu). With few exceptions, a valid inquiry or quote request will almost always originate from within the @nku.edu domain.
- The email message may be poorly written, with misspellings and awkward sentence structure.
- A Northern Kentucky University purchase order will only be issued by employed staff of Procurement Services. Those persons, with their correlating email and phone numbers, can be found and validated on the Procurement website at <https://inside.nku.edu/procurement/contactus.html>.

The message may include an attachment that is designed to look like an official request for quote or NKU purchase order. It may include an authentic logo copied from our website or contain other graphics designed to appear legitimate. It may also include a forged signature that appears to be genuine.

If you are not familiar with the form and/or content of an NKU purchase order or suspect fraud in any way, please forward the message to purchasing@nku.edu in order to verify its legitimacy before responding to the email or fulfilling the order. You may also contact our office by phone (859) 572-5265, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Please note that the University cannot be held responsible and disclaims liability for any goods fraudulently or invalidly ordered by or delivered to perpetrators based on this activity.