FRAUD ALERT

Dear Valued Supplier,

We have received reports that vendors have been receiving fraudulent emails from individuals posing as Texas State University employees in an attempt to purchase items on behalf of the University. The perpetrators of this scheme are requesting quotes without using current Texas State processes and procedures.

All correspondence from the University will end with @txstate.edu. It is a rare occurrence for Texas State to initiate a purchase by requesting a quote through email without providing:

- A valid Texas State Purchase Order;
- A valid Texas State delivery location in San Marcos or Round Rock, Texas (deliveries to personal residences are not allowed);
- A Texas State department contact name and phone number.

Texas State cannot be responsible for fraudulent purchase request which are fulfilled without proper authorization.

If a vendor ships product as a result of this fraudulent scheme, they should report the incident to their local police department immediately.

Please ensure that all purchase request received from Texas State University are from a valid Texas State University email address. In the event that a purchase request validity is in question, please contact the Office of Procurement and Strategic Sourcing at 512-245-2521 to confirm.

If you are suspicious about an email that claims to be from the Texas State University Procurement Department, follow these tips:

- Question whether the information should be requested via email.
- Be wary of links and attachments. Consider the context of the email, look for red flags such as poor grammar and/or sentence structure, and when in doubt, don't click.
- Use an email spam filter and up-to-date virus software and avoid public Wi-Fi.

We value your business and take these matters very seriously. If you suspect an email may be fraudulent, please forward it to abuse@txstate.edu.

Thanks,

Dan Alden