NOTICE TO SUPPLIERS- Fraudulent Procurement Activity via Email or Other Means

Virginia Commonwealth University Procurement Services Department alerts all VCU Suppliers of an active email procurement scam involving Requests for Proposal, establishment of credit, or submission of a purchase order that purport to originate from VCU, but is in fact, fraudulent.

While VCU cannot prevent illegal activity that may prove detrimental to its Supplier base, we wish to share precautionary information describing common traits or themes of these fraudulent emails to mitigate and reduce the risk of your company becoming a financial victim of this scam.

- The form used is not an official procurement document used by VCU.
- The sender’s email address or website link are not VCU’s standard email address domain which is @vcu.edu.
- The phone and fax number listed differs from the VCU regular phone numbers listed on the www.vcu.edu/procurement website.
- The message or counterfeit RFP requests large quantities of IT/AV related items that a large university such as VCU might procure.
- Examples of the fraudulent email address domains have been: @mx4.wirt-16.biznes-host.pl or @vcuedu.org

The message may include an attachment that is designed to look like an official Request for Proposal. It may include an authentic logo or VCU watermark copied from the VCU website or contain other graphic images designed to look legitimate. It may even include a signature that looks legitimate representing one or our management team members, procurement officials, category managers or buyers.

If you should receive a suspicious or questionable document or email purported to have been sent by VCU and/or containing VCU content and/or a procurement request or suspect fraud in any way, please follow your company’s protocol for detailing with such fraudulent activity and contact law enforcement immediately and before responding to the email or filling the order.

If you wish to validate the authenticity of an email or other communication that appears questionable, you may contact the VCU Procurement Services Department by phone or email, Monday through Friday, 7:30am to 4:30 pm.

Please know that VCU is desires to eliminate this illegal activity and wants our Supplier base to be alerted and on guard.

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