VCU Procurement Services

September 28, 2020

Notice: Scams/Fraudulent Purchase Orders

Scammers are targeting businesses by placing forged purchase orders. The scams involve fraudulent/fake purchase orders or fake requests for quotations that claim to originate from the University. The fraudulent orders will use legitimate University addresses when placed and the scammers will change the ship-to address after placing the order. We encourage all suppliers to take precautions to avoid becoming a victim of these scams.

- Scammers often use an email address that closely resembles a University email address. VCU recommends checking the email's header to determine if the email came from the University. Even if the order came from a University email, we recommend that you remain vigilant.
- If the order is unusually large or from a new customer at VCU, you can email VCU Procurement Services at Procurement_Services@vcu.edu or call (804) 828-1077, Option 6, and we can help determine whether the purchase is legitimate.