

## Fraudulent Purchase Order Attempts

Please be aware the College has experienced fraudulent attempts to place purchase orders (POs), enter into contracts, and/or request for quotations that purport to originate from Northwest Florida State College using lookalike domain registrations. While the College cannot prevent this illegal activity, we work with law enforcement to investigate the use of our brand and likeness in fraudulent attempts.

Here are some common traits or themes we have found in these fraudulent attempts that may assist you in identifying fake requests:

- The email message may be poorly written, with misspellings and awkward sentence structure.
- The sender's email address or website link may look legitimate, but on careful review, they are clearly not authentic to NWFSC (all NWFSC emails end in [@nwfsc.edu](mailto:@nwfsc.edu)).
- The message may request shipment of products to a non-NWFSC address. A list of NWFSC's campuses is found at [Campus Maps - Northwest Florida State College : Northwest Florida State College \(nwfsc.edu\)](#). Please email [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu) if you have received an order which is to be mailed to an address not listed on the above page.
- Please remain aware that the message may include an attachment that is designed to look like a purchase order, or it may include a logo or other graphic and a signature that may look legitimate, but these are copies or forgeries, not original documents. Only certain people are delegated authority to sign on behalf of the College, so please investigate the name of the person purporting to sign the agreement.

If after reviewing this advice, you are still unsure if the PO you received is fraudulent, please email NWFSC's Purchasing Department at [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu) to determine the validity of the PO/contract prior to fulfillment.

The Purchasing Department at NWFSC appreciates the very important role our suppliers play in providing goods and services to our faculty and staff in support of their academic and administrative endeavors. NWFSC takes these counterfeit actions very seriously and is working with the appropriate authorities.

If your company has been fraudulently contacted, please report it to the Internet Crime Complaint Center using the following link to file a complaint: [www.ic3.gov](http://www.ic3.gov). Submissions to that law enforcement site are monitored by the appropriate Federal Agencies for handling on-line scams.

If your company has shipped an order based on a fraudulent PO which appeared to be issued under the NWFSC name and are facing a financial loss, please also contact your local Law Enforcement agency.

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