



UNIVERSITY OF CENTRAL FLORIDA

Public Safety

PO Box 163550
Orlando, FL 32816

Scammers have recently been sending emails to suppliers posing as current and former members of UCF Procurement Services. These emails have taken the form of fraudulent requests for quotes, credit applications, purchase orders, and invoices.

Although the scammers often employ misleading tactics such as sending official-looking purchase orders, using the UCF logo, and referencing university employees' names, there are usually multiple red flags suggesting that a request is fraudulent. Some items to look for include:

- The requestor requests shipment to a non-UCF address.
- The contact email is not from the ucf.edu domain, although it may be similar (i.e. ucf-edu.net).
- The contact phone number is not an official UCF number. UCF numbers begin with 407-823/882.
- The PO number referenced contains too many or too few digits.
- The employees referenced no longer work for the university or have an incorrect title.
- The signature on the PO is from a former employee.

If you receive a request for a quote, purchase, or payment that contains one or more of these features, or you have any other reason to suspect that a request may be fraudulent, please contact UCF Procurement Services at procurement@ucf.edu or 407-823-2661 so we can verify the request. Additionally, please report it to the Internet Crime Complaint Center using the following link to file a complaint: www.ic3.gov.

Please see this Public Service Announcement published by the FBI in March of 2023 for additional tips to protect yourself from fraud: [FBI Public Service Announcement](#)

Thank you for your assistance in protecting our suppliers and preventing fraud.