

## **SMC ALERT**

Santa Monica College (SMC) has recently been made aware of several fraudulent orders that have been placed with different vendors throughout the state. Unauthorized users have been impersonating Santa Monica College's Procurement Department to place fraudulent orders in a variety of ways, including the following:

1. Issuance of fraudulent Purchase Orders (PO) being sent from what appears to be a legitimate SMC email address from an actual SMC employee. While these POs may appear to be legitimate, they are not.
2. Communication with vendors/suppliers from fake email accounts, which look similar to SMC email addresses.
3. Shipping instructions to locations which are not viable SMC locations.
4. Using SMC employee names/phones on a fake PO.
5. Calling vendors directly, impersonating a SMC employee representing a department and attempting to place an order.
6. Calling vendors typically used by the District and ordering equipment; particularly those under \$10,000.

In light of these activities, SMC Procurement Office encourages all vendors to be diligent and exercise best practices to ensure your cyber security. If you believe you may have received a fraudulent PO, please utilize the resource below to help protect yourself from falling victim to these scams.

1. Check the origin of any PO. Confirm the order is being sent from an official SMC email, viable address, or fax. Do not assume an email is legitimate even if it has what appears to be an official SMC suffix such as: "last name\_first name@ smc.edu ."
2. If in doubt, vendors should request a SMC buyer's name and contact information, and contact the buyer to validate the PO.

3. All items shipped should be addressed to a viable SMC location (NOT a P.O. Box, storage facility, etc.).
4. Vendors should consider utilizing an internet mapping search tool that can provide an image of the business and thus verify a legitimate address and association to SMC. .

SMC recommends that all businesses who deal with the District take precautions to ensure any orders received from the District are legitimate and valid.

SMC remains committed to keeping affected parties informed and continues to exercise vigilance in order to address this issue.

## Resources

- SMC Procurement site  
[http://www.smc.edu/BusinessServices/PCL/Pages/01\\_home.aspx](http://www.smc.edu/BusinessServices/PCL/Pages/01_home.aspx)
- If you believe that you have received a fraudulent Purchasing Order:
  - CHP
  - Attorney General

If you have received a spoof email:

- Federal Trade Commission