UCAR Supplier “Purchase Order Scam” Alert

The Contracts Office at the University Corporation for Atmospheric Research (“UCAR”) wants to alert vendors to active scams involving quotation requests and the issuance of purchase orders by entities who fraudulently assert that the orders originate from UCAR. These imposters may begin their scam with an email seeking a quote request for specific merchandise. Subsequent to the quote, a purchase order resembling an official purchase order is emailed to the business. The purchase order instructs delivery to an address not affiliated with UCAR. After shipping the items, the business never receives payment.

While UCAR cannot prevent this illegal activity, we want to promote awareness of the deception. For abundant information regarding the “purchase order scam,” see the following website from the FBI: https://www.fbi.gov/news/stories/2014/october/cyber-crime-purchase-order-scam-leaves-a-trail-of-victims/cyber-crime-purchase-order-scam-leaves-a-trail-of-victims

Please note that:

1) All UCAR email addresses will end in ucar.edu.
2) The legal and mailing addresses of UCAR are published on UCAR’s Contracts’ website: 3090 Center Green Drive in Boulder, CO 80301-2252 or P.O. Box 3000 in Boulder, CO 80307-3000. Use internet services such as Google Maps or MapQuest to confirm delivery information.
3) The named order recipient on any legitimate UCAR order will be the University Corporation for Atmospheric Research.
4) Just as any business should do at a cash register, when accepting a payment method other than cash, proper identification should be obtained prior to completion of sale.
5) Be suspicious of orders for large quantities of highly resalable items such as electronics received when vendor’s employees may feel most pressured to take action quickly.
6) Be suspicious of orders that are out of the ordinary for any reason.
7) UCAR cannot be responsible for fraudulent orders or purchase orders.
8) If there is any doubt regarding the legitimacy of a purchase request, contact the UCAR Contracts Office at 303-497-8866 or conuser@ucar.edu.
9) If a supplier accidently ships product as a result of fraud, they should report the incident to their local police department and the Federal Bureau of Investigation (the “FBI”).

If you are not familiar with the form and/or content of a UCAR purchase order or suspect fraud in any way, please contact the UCAR Contracts Office at 303-497-8866 or conuser@ucar.edu in order to verify legitimacy before responding to the email or fulfilling the order.