HOW TO RECOGNIZE SCAMS

Telephone scam artists will try to sell you supplies for your copier, fax machines or printers. They may ask you for the make, model and/or serial number for a variety of reasons. Do not give out your name, the make, model and/or serial number or any other information (including your P-Card number) unless you know the person calling. If not comfortable, direct them to contact Purchasing or transfer them to 465-5065.

Scam tactics are increasingly sophisticated and change rapidly. Even if a request looks genuine, be skeptical and look for these warning flags:

- The caller is unsolicited and asks you to update, confirm or reveal personal identity information (e.g., full SSN, account numbers, P-Card number, passwords, protected health information).
- The caller creates a sense of urgency.
- The caller claims to be our regular supplier to make false statements regarding price increases.
- The caller asks for the employee’s name and address so that your organization can be shipped and billed for unordered goods and services.
- The caller negotiates to lower the price.
- The caller tricks an employee into accepting a gift to get billing information.

Callers may misrepresent themselves as contract vendors by saying that they are on VendorNet. If there is a mandatory statewide contract, agencies must buy from that contract. The Bureau of Procurement has a statewide mandatory contract for all state agencies, including the University of Wisconsin System, for general office supplies and new toner, copiers, remanufactured toner and copy paper. For your needs, refer to http://www.uwgb.edu/purchasing/contracts/office_supplies.htm for General Office Supplies and New Toner and http://www.uwgb.edu/purchasing/contracts/recycled%20toner%20products.html for Remanufactured Toner.

If you are contacted by a potential telephone scam artist, tell the caller to contact the Purchasing Office at extension 5065 or offer to transfer them, most times they will end the conversation at this point by hanging up.