



OBF ADVISORY

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University Office of Budget and Finance

Advisory: Notification to CUNY Vendors
Subject: Fraudulent Purchase Orders
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The City University of New York has been made aware of a scam involving fraudulent State agency purchase orders. Please be on heightened alert should you receive any purchase orders that appear out of the ordinary from CUNY.

All CUNY issued purchase orders are a minimum of two pages, and will contain a delivery address to the college. Generally, the University does not permit delivery to an alternate location address. All CUNY-owned campus addresses can be verified online.

Should you have any doubt about the authenticity of a purchase order, please make sure to confirm by *e-mail* (response coming from a cuny.edu address) or by *telephone* with the CUNY Purchasing Department. Contact information for all CUNY Purchasing Directors is available on our Sell to CUNY website at cuny.edu/selltocuny.

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