



Public Security Bulletin #3

Office Supply Scams

Business owners should be aware that scam artist sends fraudulent billing invoices to companies of all sizes, hoping that the accounting department will simply pay the bill. Crooks count on business's failure to confirm that a purchase order was issued or that the goods actually arrived. Most scammers are based in other states. Communications is limited to email or by telephone. Businesses attempting to question the invoices are often met with vague statements claiming that "someone" at the company ordered the supplies.

Variations

- The scam artist simply sends an invoice without delivering any products.
- The scammer sends merchandise that the business did not order and charge a price that dramatically exceeds what the supplies would cost normally. If the invoices are unpaid, scammers try to intimidate the businesses with threatening telephone calls and letters.
- Some scammers dial random numbers throughout a business until they find an unsuspecting employee who will accept the unordered merchandise.
- Employees have also been persuaded to fill out sweepstakes forms without realizing that the fine print committed their company to buy unwanted overpriced supplies.

Businesses should consider alerting all employees about office supply scams, not just those who work in accounting and billing departments.