ST OLAF COLLEGE – FRAUD ALERT NOTICE

WARNING

Individuals are attempting to defraud vendors and suppliers through unauthorized use of St. Olaf College's name, address, service marks and employee names. The fraud is perpetrated through placing orders for merchandise obtained on credit. To date, the inquiries have been made through an internet domain "@stolaf-edu.online" and the individual sending these emails identifies himself as Michael Kyle. The orders are requested to be shipped to locations other than St. Olaf College's address in Northfield, Minnesota. The locations to where items are shipped are not owned or controlled by St. Olaf College.

SIGNS THAT CREDIT REQUESTS OR PURCHASE ORDERS MAY BE SCAM

There have been numerous irregularities with the orders received by vendors and suppliers. Most of these businesses have been able to identify the scam before incurring any loss. Vendors and suppliers are encouraged to review their processes for extending credit and fulfilling orders on credit to help ensure they do not become a victim of fraud. With regard to this particular scam, the following are signs to look for in identifying fraudulent orders:

- **Incorrect domain name on emails and purchase orders.** A valid St. Olaf College email address will always end in "@stolaf.edu." To date, the credit requests and orders have been made using the internet domain "@stolaf-edu.online." This is not a domain belonging to or controlled by St. Olaf College. Make sure to hover over an email address to reveal the originator’s actual email address if different from that displayed.

- **Delivery to a Non-St. Olaf address.** St. Olaf College’s only campus is located at 1520 St. Olaf Avenue, Northfield, Minnesota 55057. St. Olaf College does not purchase goods for delivery to any other locations.

- **Orders from Employees Who Are Not Responsible for Procurement.** To date, the fraudulent orders have been made using the name Michael Kyle. Although St. Olaf College employs an individual with this name, his duties do not include procurement of goods and services on the College’s behalf.

- **Incorrect Phone Number.** St. Olaf College phone numbers are from the “507” Area Code and have a prefix of “786.” Any phone numbers with a different area code or prefix are NOT phone numbers of St. Olaf College.

- **Poorly Written Emails.** The emails involved in this scam have been traced back to Nigeria, Africa, and often appear to come from individuals for whom English is not a primary language. Grammatical errors and awkward phrasing frequently appear in these communications seeking orders on credit.
• **Unusual Product Orders.** St. Olaf is a residential liberal arts college with approximately 3,000 undergraduate students. The individuals engaged in these fraudulent orders appear to have an interest in obtaining any products or equipment that they may be able to re-sell. Often the types and/or quantities of products ordered are not purchases that a college like St. Olaf would normally be making.

**WHAT TO DO IF YOU SUSPECT FRAUD**
If you receive a request for a quotation or a purchase order that you suspect is fraudulent, **DO NOT** seek clarification by contacting the name or number used on the email / purchase order. Please report incidents using the Internet Crime Complaint Center at www.ic3.gov. You may also wish to contact your local law enforcement or law enforcement in the jurisdiction where items are to be or were shipped.

St. Olaf has contacted law enforcement and has cooperated with attempts to identify the perpetrators of this fraud. St. Olaf has also initiated legal action to prevent further use of email domains that include unauthorized use of St. Olaf’s name and marks. If you receive a request for quotation or purchase order and wish to verify whether it is a bona fide order, please contact St. Olaf’s Controller, Nathan Engle, at engle1@stolaf.edu or at (507) 786-3502.