



Dear Suppliers:

Please be advised that the Procurement Services Department of New Jersey City University (NJCU) has been made aware of instances of fraudulent purchase orders being issued to suppliers. We have also received reports of fraudulent requests for quotations being circulated to suppliers. The perpetrator(s) are changing contact information and seeking to have items shipped to obscure locations. All valid NJCU purchase orders will indicate the ship to location as our main campus in Jersey City, NJ.

NJCU's Public Safety department is investigating the matter and has alerted the proper authorities.

If you have received any questionable inquiries or purchase orders that appear to be fraudulent please send an email to [ps@njcu.edu](mailto:ps@njcu.edu) with any available information:

Very truly yours,

Edie DelVecchio  
Director  
Procurement Services

Cc: Joe Rodriguez  
Public Safety