



*Discover.*

### **Notice to Vendors: Fraudulent Purchase Order Email Activity**

The City wants to alert all of our vendors/suppliers to an active email scam involving purchase orders and request for product quotations that purport to originate from the City, but are in fact fraudulent. While the City cannot prevent this illegal activity, we are actively working with law enforcement to investigate these fraudulent email contacts.

Below are some common traits or themes of these fraudulent emails that may help reduce risk to your company becoming a financial victim of this scam:

- The email message is poorly written, with misspellings and awkward sentence structure
- The sender's email address or website link are not authentic to City of St. Charles' email address
  - Fraudulent email address examples have the extension “@stcharlescitymo.org” (note that the City's valid email addresses have a .gov extension)
- The known messages have requested product available for pick up by third-party freight company
- City Purchase Orders will be requested for delivery to a known St. Charles City location with a 63301 or 63303 zip code
- The message may include an attachment that is designed to look like a purchase order, may include a logo or other graphic, and a signature that may look legitimate

If you believe you have received a fraudulent email that appears to be from the City of St. Charles, MO, you may forward it to our Purchasing Office: [purchasing@stcharlescitymo.gov](mailto:purchasing@stcharlescitymo.gov) to verify its legitimacy before responding to the email or filling the order. You may also contact the Purchasing Office by phone, Monday through Friday, 8:00 am to 5:00 pm, Central Time, at 636-940-4668.

Sincerely,

Willie Hantack  
Purchasing Manager

### **Finance Department**

Purchasing Office  
City of Saint Charles  
200 North Second Street  
Saint Charles, MO 63301  
636.940.4668  
[www.stcharlescitymo.gov](http://www.stcharlescitymo.gov)