

Dear vendors:

It was recently reported that a fraudulent purchase order (PO) representing City of Houston was sent to a one of our vendors. We would like to raise your awareness on this issue and ask you to please be alerted if you receive a PO from City of Houston which seems abnormal (i.e. different PO document, missing information, stranger buyer, strange email etc.)

When you receive a purchase order from City of Houston, please check the following information:

1. City has not changed the PO layout and does not have any plans to change it in the near future. The layout of the PO should be same as before, and the information provided should be consistent with previous purchase orders you've received
2. Legitimate purchase orders from City of Houston should include your vendor name, vendor number, and vendor address as you filed with the City of Houston.
3. Purchase orders from City of Houston should also include a 10-digits PO number, Date, Buyer's name, Buyer's phone number and email address. You will need to confirm receipt and acceptance of the purchase order to Buyer's email address.
4. The Invoice section should include clear Mail To information (i.e. specific accounting division), not just City of Houston.
5. City of Houston purchase orders should also include legitimate, physical shipping address, Terms of payment and reference number information.
6. Legitimate purchase orders should have valid signatures from the Mayor, Purchasing Agent, and Controller.

Purchase orders from City of Houston are typically sent to vendor via email. Please check to ensure the mail sender has a valid City of Houston email account. For example: John.doe@houstontx.gov. If the email account looks suspicious please contact the buyer listed on the purchase order.

City of Houston
Finance Department
Strategic Procurement Division