



EAST TENNESSEE STATE
UNIVERSITY

Business and Finance Campus Alert

Fraudulent emails

Fraud Emails Received

From: Supervisor, Dean <bagnolij7@gmail.com>
Sent: Tuesday, July 6, 2021 1:59 PM
To: Employee, Karen <employee@mail.etsu.edu>
Subject: [EXTERNAL]

Hello,
Let me know when you are available on campus. Or maybe Just drop your personal contact number so I can get in touch..
Thank you.

Dr. Dean Supervisor
Dean Of Education College
East Tennessee State University.
Office: +14234391234 | 202 Burgin Dossett

The [EXTERNAL] tag in the subject line identifies emails that do NOT originate from an ETSU person or service. Please exercise caution when handling emails from external sources. Any email that is unsolicited and requires you to take immediate action, appears to be forged or is PHISHING for information can be verified by emailing the ITS Help Desk.



Fraud Text Received



Items to look for

- Look at the email address

From: Supervisor, Dean <bagnolij7@gmail.com>
Sent: Tuesday, July 6, 2021 1:59 PM
To: Employee, Karen <employee@mail.etsu.edu>
Subject: [EXTERNAL]



Items to look for

- Look for any External tags in the email

From: Supervisor, Dean <bagnolij7@gmail.com>
Sent: Tuesday, July 6, 2021 1:59 PM
To: Employee, Karen <employee@mail.etsu.edu>
Subject: [EXTERNAL]

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Let me know when you are available on campus. Or maybe Just drop your personal contact number so I can get in touch..
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Items to look for

- Will ask “are you available?”
- Will have an urgent request
- Will be in a meeting and unable to call

Items to look for

- Will ask for gift cards to be purchased
- Often uses the term “pieces” when indicating the quantity of gift cards
- Will ask that the backs of gift cards be scratched off and a picture sent

Remember

- Gift cards are only allowed on **Grants for Payments to Research Participants.** (Business and Finance Policy FP-8 Sponsored Program Management)
- Purchases made by employees will not be reimbursed



- Thank you for helping keep ETSU safe!
- Karen Glover, Comptroller
- Email questions to:
comptroller@etsu.edu

