

## SDSU Accounts Payable PCC Newsletter Oct 2005

### Don't Get Hooked by a Phishing Expedition!

*We suspect an unauthorized transaction on your account. To ensure that your account is not compromised, please click the link below and confirm your identity."*

*"During our regular verification of accounts, we couldn't verify your information. Please click here to update and verify your information."*

Have you seen email messages like these from what appears to be your bank or credit card company? It's a scam called phishing (fishing) and is an attempt to trick you into divulging sensitive, personal or financial information that can be used to assume your identity or commit other crimes in your name! Beware of this tactic and **do not respond to the email**. The links in the message may take you to what looks like an official website, but it's not. It's a website set up specifically to capture data from unsuspecting consumers, and can potentially transmit damaging data to your computer. Email is not a secure means of conveying information, so be suspicious of unsolicited emails asking for personal information. Legitimate companies will not ask for your personal information in this manner, and **JP Morgan Chase has assured us they will never use e-mail to request account information from PCC cardholders**. If you have questions about the validity of an email request from JP Morgan Chase regarding your PCC card, please contact

Sharon Danner at extension 4-2915 for assistance.

**For additional information, please see the Federal Trade Commission consumer alert on phishing scams**  
<http://www.ftc.gov/bcp/online/pubs/alerts/phishingalrt.htm>

### Fee for international purchases

Please note that JP Morgan Chase may charge a 1% fee on foreign purchases and/or foreign cash disbursement transactions. This fee will not show up on the receipt you receive from your vendor. It's charged by JP Morgan Chase, and added to the monthly statement.

### PCC Monthly Purchase Report

The PCC Monthly Purchase Report is now mandatory, and should be submitted to Accounts Payable with your monthly statement. This form can be found on the Accounts Payable website at

<http://bfa.sdsu.edu/ap/monthlypcc.xls>.

This form will help you to organize and account for all your PCC purchases. In addition to being a good tool for organization, the Monthly Purchase report provides information we are required to track and/or report.

Remember, both you and your Approving Official must sign and date this form before sending it to Accounts Payable with your receipts.

### Important Reminder:

The PCC card is **only** to be used by the cardholder. No one else is authorized to use the card or sign purchase receipts.