

IMPORTANT NOTICE

TO: The University Community

FROM: Betty Gil
Director of Purchasing

DATE: 2/5/07

SUBJECT: Microtek Solutions

Please be advised that a company by the name of Microtek Solutions is contacting departments asking that an order for toner cartridges be confirmed.

Please **DO NOT CONFIRM** or give the impression you are confirming, but rather, ask the caller for their name and telephone number to return the call. The caller will inform you that she is going to a meeting and will call again later and will then hang up.

Please notify Purchasing if this happens to you.