

ALERT ALERT ALERT

TONER SCAMS

Companies are calling schools and departments claiming to be an authorized sales agent for the District or a representative of contracted suppliers.

Please remember, do not give your credit card number to these unauthorized companies or approve the shipment of any toner. These companies are scam artists. Even though they may claim the toner is free or it is part of your service contract, they will send you an invoice.

If you receive toner that you did not order or it does not have a CCSD purchase order number on it, the district is not obligated to pay the invoice. The Purchasing Department has a "Thanks for the Donation" letter we will send the vendor. The vendor may pick up the unauthorized shipment at its expense or the items will be donated to the District.

Please call or email Darlene Sims 799-5225 ext. 5427, or Karen Purdy 799-5225 ext. 5432, in the Purchasing Department if you receive any unauthorized shipments. We will be glad to return the items for you.

NOTE: All toner must be Original Equipment Manufacturer (OEM) for the applicable machine. All contracted supplier's toners are in the CCSD catalog.