

To: Department Heads, Business Managers, and Accounts Payable
Representatives

From: James H. Allen, Senior Director, Corporate Accounts Payable
Dean Freck, Director, Procurement Services

Subject: FedEx Account Discrepancies

Date: August 16, 2019

Corporate Accounts Payable and Procurement Services have recently observed a number of Duke Departments that have fraudulent charges on their FedEx Accounts. These fraudulent charges were identified by Duke Departments while reviewing the monthly charges to their FedEx account. Please audit your FedEx account. If you suspect fraudulent changes, please contact Corporate Accounts Payable via email at accountspayable@duke.edu and include FedEx Account Issues in the subject line. You will be contacted by the designated departmental supervisor to assist with the account discrepancies.

Thank you for your assistance with this process.