

Financial Risk

GPMS: OFFICIAL OFFICIAL-SENSITIVE

Unsolicited invoice

Several councils have contacted NAFN recently after a number of local schools received unsolicited invoices for unrequested goods and services.

A number of local authorities stated that schools in their area have received invoices from "Making Changes" for unsolicited goods/services. The head teacher name is displayed in the "requisitioner" field however; the schools in question have not procured or received any goods.

NAFN would like to remind our members to exercise caution when presented with correspondence of this kind to ensure that they are only paying for genuine goods and services that have been ordered through the relevant internal procurement processes and subsequently received.

Alerts provide information about fraud, risks and trends which may affect members; **your contributions are vital** – please email them to [NAFN](#). Where appropriate please include handling restrictions.

Evaluation		
Source Evaluation	B	Mostly reliable
Intelligence Evaluation	3	Not known personally to the source, but corroborated
Handling Code	5	Permits dissemination but receiving agency to observe conditions as specified.

National Intelligence Model Level	2: Cross border More than 1 LA member affected
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Handling Conditions	Must not be circulated outside of the member organisation without express permission. Contents must not be uploaded to any public facing websites.
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'NAFN exists to support its members in protecting the public interest'

NAFN Alerts are written solely to provide members and selected third parties with information on current issues. NAFN makes no representation that the contents of any alerts are accurate, or that legal or other guidance contained in the alert is correct. Businesses named in the alerts should not be blacklisted as a result. Members should seek their own legal, or other advice, as appropriate in relation to any matters contained in a alert and NAFN accepts no responsibility in the event that any person incurs claims, or liabilities, or sustains loss, or damage as a result of their having relied on anything contained in a alert.

