



Identity Theft Awareness

With tax season in full swing we thought we would take this opportunity to remind staff of the increased threats of identity theft. Fraudsters are known for gaining access to valuable personal information by impersonating the IRS or other tax agencies via phishing, malware, and various other forms of compromising emails. It is important to know that the IRS does not contact taxpayers by email, text, or social media channels to obtain personal or financial information.



Below are some best practices to help you protect yourself from fraudsters:

- ✔ If you receive a supposed email from the IRS asking for personal or financial information, do not reply, open attachments, or click on links. Forward the email to the IRS at <https://phishing@irs.gov> and then delete it.
- ✔ If you receive an email request that is asking for sensitive information (i.e. bank account information, changes to payment terms, or tax-related), do not respond. Conduct your own due diligence by reaching out to the presumed sender. Do not use the contact information provided in the email. Use previously established information or conduct your own Google search.
- ✔ Opt to receive your tax documents electronically where possible. For UNI employees, you can enroll in [electronic delivery](#) of your W-2.
- ✔ Be sure to securely store and destroy your personal and financial documents.

Planning a Large Purchase?

With year end fast approaching it is important to start the purchasing process well in advance of June 30th. University, state, and federal regulations require high dollar items be purchased in a competitive environment. If you or someone in your department is contemplating a purchase over \$25,000, please contact [Purchasing](#) as soon as possible to determine the best process to meet procurement guidelines.



Coca-Cola Ambassador

As part of Coca-Cola's partnership with UNI, a student applies and is selected to be a Campus Ambassador. Ambassadors become the face and voice of Coca-Cola on their campus with the goal of creating brand awareness. They help organize sampling events and coordinate great prizes.

Morgan Zebuhr has been UNI's Campus Ambassador for the last two years. She is a Marketing major from Cedar Rapids, Iowa. A perk of being Campus Ambassador is the experience of attending summer training events in Atlanta, Georgia, with over 100 other Coca-Cola Campus Ambassadors from around the country. Morgan has recently been awarded 1 of 2 "Heart of Ambassador" Awards, as she is recognized for her passion and enthusiasm for the Coca-Cola brand and company. This award is recognized throughout the Campus Ambassador Program, and includes an all-expense paid trip to Orlando in April to brainstorm and network with the top Ambassadors from around the country.

Morgan will be graduating this spring and has accepted a position with Atlantic Coca-Cola Bottling Company in Des Moines, Iowa. The OBO team wishes her well and are proud of the excellent job she has done. Morgan will continue her work as Ambassador this spring and we encourage you to stop by an upcoming promotional event to wish her well. Samplings are held in campus retail outlets. They are open to students, faculty, staff and the general public. These events include some really great prizes. To learn about upcoming events, follow Morgan on social media:

Instagram: [morganzebuhr](#)

Twitter: [morganzebuhr](#)

Emma Kaisand has been selected as the next UNI Campus Ambassador and will begin her new role next year. We will provide a spotlight on Emma in an upcoming article.