

END-OF-YEAR EDITION

Clean sweep: invoices, files and photos

May is a blizzard of field trip balances, yearbook orders, awards-night photos and 'final invoice' emails. Crooks slip fake invoices and bank-change notices into the pile, hoping a tired approver just pays.



1 Bank change? Call the number on file

If a vendor, bus company or field trip venue says its bank account changed, call them at the number in your vendor file or on an old invoice, never the one in the email. Then get a second approver.



2 Clean out before you check out

Delete old student files you no longer need, shred printed rosters and sign-in sheets, and move keepers to the district drive. Follow your district's records schedule for what to keep.



3 Photos: check the opt-out list first

Before posting awards-night or field-day photos, check which families opted out of photos and directory information. Skip full names next to faces and post only on district-approved accounts.



Spot the scam



Invoice

External

Riverbend Field Trip Co. Billing <billing@riverbend-trips-billing.example>

FINAL INVOICE #44718: balance due

Thank you for choosing Riverbend for your fifth-grade trip. Please note our bank account has changed. Remit the remaining balance of \$6,240 to the new account listed below within 48 hours to avoid losing your reserved buses. Our old account is now closed. For questions, reply to this email only, as our office phones are being upgraded.

Spot the scam: how many red flags can you find before you pay?

Red flags I found: ○ ○ ○ ○ ○

Look for: surprise, urgency, secrecy, an unusual payment method, a sender or link you can't confirm.

FUN FACT

Business email compromise, the scam behind fake invoices and bank-change emails, cost victims more than \$3 billion in 2025. That made it the second-biggest loss category the FBI's IC3 tracked.

Source: FBI IC3 2025 Internet Crime Report



Your 60-second move

Bookkeepers: add a 'called the vendor at the number on file' checkbox to your payment approval form today.



Who do I tell?

Name / ext. _____

Report channel _____

- ANSWER
- Five flags: a bank change, a brand-new account, a 48-hour clock, a threat to cancel the buses, and 'reply to this email only'. Safe move: don't pay. Call the vendor at the number in your vendor file or on last year's invoice, and get a second approver from the business office.
 - A bank account changed 'notice is the heart of invoice fraud.
 - A brand-new account you've never paid before.
 - A 48-hour clock leaves no time to verify.
 - A threat to cancel the trip plays on your worry for students.
 - Steering you away from the phone blocks the one check that works.



Scan for a 2-minute lesson on cleaning up classroom information

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