



COUNTERFEIT CURRENCY ADVISORY

In the first few weeks of 2005, the University of Alaska experienced an unusual spike in incidents involving counterfeit currency. The focus of this advisory is on employee safety. We have created a “What To Do” list (below) that gives basic information on what steps you should take if you think someone is passing counterfeit money to you. This basic information, focused on safety of the employee, is not intended to supercede any specialized training employees may have received on identifying and handling counterfeit money in the course of their work at the University.

Unfortunately, we may continue to see increased incidents of counterfeiting. Reprographic technology improved dramatically in the 1990s and continues to improve more each year. Sophisticated copiers, printers, electronic digital scanners, color workstations, and computer software do not require extensive expertise to operate and are becoming widely accessible through copy centers, corporate offices, and home use. In response, the government is incorporating additional security features in U.S. currency in hopes that it will be effective in countering the threat of counterfeiting. If you routinely handle money for the University, you should seek additional training or reference the following web sites on this topic:

U.S. Department of the Treasury, Bureau of Engraving and Printing

Provides information on currency security features, counterfeit identification, training, and materials to download: <http://www.moneyfactory.com/newmoney/>

U.S. Secret Service

This site, “Know Your Money”, contains detailed information specific to the identification of counterfeit currency:

http://www.ustreas.gov/uss/know_your_money.shtml

Counterfeiting Laws

Provides a summary of laws and reference citations:

<http://www.moneyfactory.com/document.cfm/18/103>

What To Do If You Suspect Counterfeit Money

This basic information, focused on safety of the employee, is not intended to supercede any specialized training employees may have received on identifying and handling counterfeit money in the course of their work at the University. First and foremost, **DO NOT** put yourself or those around you in harms way by confronting someone you suspect of passing counterfeit money.



- **DO NOT** put yourself or others in danger
- **DO NOT** return the note to the person passing the money
- **Immediately** contact your supervisor
- **Delay** the passer by some excuse, if possible, without risking harm
- **Observe and record** the passer's appearance and that of any companions
- **Note** the license plate number and make of the passer's vehicle
- **Telephone** the police
- **Write** your initials and the date on an unprinted (white margin) portion of the suspect bill
- **DO NOT** handle the note more than necessary
- **Place** the note in a protective envelope
- **Surrender** the bill only to a properly identified police officer or a representative of the U.S. Secret Service

The above information is presented courtesy of the U.S. Department of Treasury and Secret Service. Should you encounter what you believe to be counterfeit currency in your work at the University, please also contact the following:

UAA Police Department	786-1120
UAF Police Department	474-7721
UAS Juneau Police Department	586-2780