XYZ College

Memo

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| To: | [CIRT@XYZcollege.edu](mailto:CIRT@XYZcollege.edu) |
| From: | [dalya@XYZcollege.edu](mailto:dalya@XYZcollege.edu) |
| cc: |  |
| Date: | 10/20/2016 |
| Re: | Recent Erroneous Student Charges |

In response to your question about student James Jones, yes, I am aware of the erroneous charges incurred by the student. We have also experienced several other students reporting similar issues. I have contacted the software vendor for our financial system. They are investigating the system for errors.

Note: The College Financial System is on the Information Security Systems and Devices Whitelist.