

State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

September 2, 2003

MEMORANDUM NO. 04-03

TO: Chief Fiscal Officers
Vice Chancellors
Business Managers

FROM: Robert L. Powell
State Controller

SUBJECT: Revision to Federal Reporting Requirements

The Federal Office of Management and Budget has issued a final policy directive on the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) when applying for Federal grants and cooperative agreements on or after **October 1, 2003**. The DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet. Unless an exemption is granted, an application will not be considered complete until a DUNS number is provided.

Attached are two supporting documents for the implementation of the policy, the federal register mandating the DUNS number and a question and answer document. The procedures for obtaining a DUNS number are outlined in the DUNS Q & A document.

For further assistance, the designated phone number for the DUNS number is 1-866-705-5771. For questions concerning the policy contact Sandra Swab, Office of Federal Financial Management, 202-395-3993. For questions concerning North Carolina compliance, contact Amber Young at 919-981-5481 or ayoung@mail.osc.state.nc.us.

Use the links below to access the Federal Register and the Q&A document:

[Federal Register](#)

[Q&A Document](#)

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