

## GRANTS & CONTRACTS DUNS PROCEDURES

### Background & Procedure

1. Foundation is implementing controls to ensure that vendors utilized under Grants and Contracts are not suspended or debarred.
2. Our current process is that all vendors supplying goods or services under a Grant or Contract must provide a DUNS number. If a DUNS number cannot be found a Certification Regarding Debarment, Suspension should be requested by the user to the vendor. Both items are the users' responsibility. Users should provide Foundation Staff – Post-Award analysts this information when they submit their request for payment.
3. DUNS numbers can be found here. <https://www.dnb.com/duns-number.html>.
4. Please remember that expenses that require approval, are considered assets, must be purchased through a PO and not after-the fact through a Check Request.
5. Items that have been purchased in a store where reimbursement is allowed under the Grant or Contract, the vendor (store) should be looked up at <https://sam.gov/SAM/pages/public/searchRecords/search.jsf>. If the vendor cannot be found, please contact your Post-Award analyst prior to submitting your request for reimbursement.

\* Procedure subject to change. **We will continually update this document as information warrants.**

### Definition

“The Dun & Bradstreet D-U-N-S Number is a unique nine-digit identifier for businesses. The D-U-N-S Number is used as the starting point for any company's Live Business Identity, the most comprehensive and continually updated view of any company in the Data Cloud.

D-U-N-S Numbers are often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question. D-U-N-S, which stands for data universal numbering system, is used to maintain up-to-date and timely information on more than 330 million global businesses. The D-U-N-S Number also enables identification of relationships between corporate entities (hierarchies and linkages), another key element of Live Business Identity and commercial risk assessment practices.”

\* Definition taken from <https://www.dnb.com/duns-number.html>