## Maryland State Department of Education **Division of Rehabilitation Services Change Order Request**

DATE:	<u> </u>
TO: DORS PROCUREMENT	
FROM:	
RE: CHANGE ORDER REQUEST	
Please complete change orders for the following document/documents:	
P.O. #	Requisition #
Both the Requisition Number and Purchase Order Number must be completed when changing a Purchase Order.	
Reason For Change:	
•	
APPROVAL:	TITLE: (Branch Chief, Regional Director, Director)
	(Branch Chief, Regional Director, Director)
FOR PROCUREMENT OFFICE USE ONLY	
Change Order Reference #:	
Thangs Gradi Released in	
Procurement Office Signature:	
	nge Order Page 1 of 1