

Maryland State Department of Education
Division of Rehabilitation Services
Provider/Vendor Invoice Requirements

A reminder to community partners and vendors providing services to DORS:

To quickly and accurately process payments to vendors, DORS has billing instructions which are required of all invoices submitted for payment. Please follow these instructions for all invoices.

All invoices must be made out to “Division of Rehabilitation Services” and include the following:

1. Name and Remittance Address of Vendor
2. DORS Vendor Number/Federal Tax ID
3. “Bill To” must be the **DORS office that requested the services or purchased the goods**. This information will be provided in the written purchase authorization provided by DORS.
4. “Remit To” address for payment
5. Invoice #
6. Invoice date
7. Consumer Name (Participant) (found on purchase authorization)
8. Participant ID # (found on purchase authorization)
9. Purchase Authorization Number (found on purchase authorization)
10. Description of Services rendered or goods sold
11. Date(s) of Service
12. Total Amount Due

These instructions can be found on every DORS “Authorization for Purchase.”

Some recurring problems include:

- Not having an invoice number
- No date on the invoice
- Making the invoice out to the consumer or DORS staff person, not the DORS Office
- Sending the invoice to DORS more than 7 days after the date on the invoice

Invoices which are missing information or have inaccurate information will be returned to the vendor, with a request to correct the invoice and submit a new, updated invoice. Unfortunately, this results in a delay in processing and a delay in payment; both of which are to be avoided when possible.

If you have questions about these instructions, please contact your local DORS office for guidance.