Maine State Housing Authority (MaineHousing) HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

Manual Transaction Report Record

Vendor Name: Customer Name: Delivery Address:		Vendor Phone Number:								
		Accoun Fuel Ty Approve				Prior Year HEAP Benefit Remaining: Prior Year TANF SUPP Credit Rem:				
					PY	HEAP Benefit:	TANF SUPP Credit			
	Event Date	Description	Vendor Reference #	Number of Units	Price per Unit	Total Transaction Amount	Running Account Balance	Delivery Paid by*	Notes	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14				 *Paid	by: C = Custo	mer H = HEAP S =	 = S-SUPP	 P T=TANF Supp	 Diemental If other please specify	
Manual Transaction Report Records are intended to be used as an ongoing account intended to be created as needed. A new Manual Transaction Report Record should each HEAP customer on May 1 st each year. This will follow reporting requirements for Consumption Report.					ord should be	e created for	Annual Consumption Report Calculations: From May 1st of the previous year to April 30 of the current year: Total Household Units			
	All customer transactions should be reported on the Manual Transaction Report Record. It should not include only HEAP transactions. Contact liheap@mainehousing.org with questions.							d Cost		
								Benefit Remaining		