

## Manual Transaction Report Record

**Vendor Name:** \_\_\_\_\_ **Vendor Phone Number:** \_\_\_\_\_

Customer Name: \_\_\_\_\_ Account Number: \_\_\_\_\_ Prior Year HEAP Benefit Remaining: \_\_\_\_\_

Delivery Address: \_\_\_\_\_ Fuel Type: \_\_\_\_\_ Approved: \_\_\_\_\_ 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 = Customer H = HEAP S = S-SUPP E = ECIP T=TANF Supplemental If other please specify.

Manual Transaction Report Records are intended to be used as an ongoing account record. It is not intended to be created as needed. A new Manual Transaction Report Record should be created for each HEAP customer on May 1<sup>st</sup> each year. This will follow reporting requirements for the Annual Consumption Report.

All customer transactions should be reported on the Manual Transaction Report Record. It should not include only HEAP transactions. Contact [liheap@mainehousing.org](mailto:liheap@mainehousing.org) with questions.

**Annual Consumption Report Calculations:**

From May 1st of the previous year to April 30 of the current year:

Total Household Units \_\_\_\_\_  
 Total Household Cost \_\_\_\_\_  
 Delivery Fees \_\_\_\_\_  
 Benefit Remaining \_\_\_\_\_