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

Manual Transaction Report Record

dor Name:	Vendor Phone Number:							
			Fuel Type		Prior Year HEAP Benefit Remaining:			
Event Date	Description	Vendor Reference #	Number of Units	Price per Unit	Total Transaction Amount	Running Account Balance	Delivery Paid by*	Notes
*Paid by: C = Customer H = HEAP S = S-SUPP E = ECIP T=TANF Supplemental If other please specify.								
	ador Name: tomer Name: very Address: Event Date	tomer Name: very Address:	tomer Name: very Address: 	tomer Name: Account Fuel Typ Approve	tomer Name: very Address: Account Number: Fuel Type Approved: Event Date Description Vendor Reference # Number of Units Units Price per Units	tomer Name: very Address: Account Number: Fuel Type Fuel Type Approved: PY PY HEAP Benefit: Event Date Description Vendor Number of Price per Units Total Transaction Amount Image: Stress of the stress of	tomer Name: tomer Name: Account Number: very Address: Fuel Type Approved: Price Price PY HEAP Benefit: Event Date Description Vendor Number of Units Price per Units Total Transaction Account Balance	tomer Name: tomer Name: Account Number: very Address: Prior Year HEAP Bene

Manual Transaction Report Records are intended to be used as an ongoing account record. It is not	Annual Consumption Report Calculations:		
intended to be created as needed. A new Manual Transaction Report Record should be created for	From May 1st of the previous year to April 30 of the current year:		
each HEAP customer on May 1 st each year. This will follow reporting requirements for the Annual Consumption Report.	Total Household Units		
All customer transactions should be reported on the Manual Transaction Report Record. It should not	Total Household Cost		
include only HEAP transactions. Contact liheap@mainehousing.org with questions.	Delivery Fees		
	Benefit Remaining		