

Maine State Housing Authority (MaineHousing)
Home Energy Assistance Program (HEAP)

ECIP PURCHASE ORDER
Clean, Tune and Evaluation/Repair Services

☐ Vendor Copy
☐ Applicant Copy
☐ Original

PO NUMBER: _____

PO DATE: _____

Vendor: _____

Vendor Address: _____

Vendor Phone: _____

CAA Name: _____

CAA Address: _____

Authorized by: _____

Customer: _____

Phone: _____

CAA Phone: _____

CAA Email: _____

CAA Fax: _____

DELIVERY INSTRUCTIONS

INSTRUCTIONS: Please provide the authorized service(s) to the customer indicated above within the time prescribed by the CAA, but in any case no later than 48 hours from the time of the first request made by the CAA.

The value of the clean, tune and evaluate service shall not exceed: \$ _____

The value of the repair service(s) shall not exceed: \$ _____

Other instructions:

VENDOR INSTRUCTIONS

Once the services have been rendered, Vendor must provide an invoice with the name of the Applicant, service address, account number (if applicable), date of service performed, description of the services performed, and amount being invoiced to the CAA listed above.

Payment will be issued to the Vendor within ten (10) business days from Community Action Agency's (CAA) receipt and approval of the Vendor's ECIP documentation.