

ECIP PURCHASE ORDER

PO NUMBER: _____

PO DATE: _____

Vendor: _____

Vendor Address: _____

Vendor Phone: _____

CAA Name: _____

CAA Address: _____

Customer: _____

Phone: _____

Account #: _____

Authorized by: _____

CAA Phone: _____

CAA Email: _____

CAA Fax: _____

DELIVERY INSTRUCTIONS

INSTRUCTIONS: Please provide a fuel delivery to the Customer identified above within the time prescribed by the CAA identified above, but in any case no later than 48 hours from the time of the first request made by the CAA.

The type of fuel to be delivered is: _____

The value of the fuel plus any delivery charge shall not exceed: \$ _____

Other instructions: _____

VENDOR INSTRUCTIONS

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. Once the delivery has been made, submit the following to the CAA listed above:

1. **Oil, Kerosene and/or Propane:** Provide a copy of the Purchase Order and metered delivery ticket.

Other Fuel Types: Provide a copy of the Purchase Order and invoice.

Utility Disconnects: Provide written confirmation with the Applicant's name, service address, name on the account (if different), account number, and the date and time utility service was restored or the disconnect order was removed from the Household's account.

2. If the total amount on the delivery ticket is greater than the ECIP PO, the Vendor must notate dollar amounts to be covered by ECIP, HEAP and TANF Supplemental, and client or another party/organization. Sign and date notations.

Oil, Kerosene and/or Propane: If delivery ticket does not document all charges that were approved on the Purchase Order (*example*, delivery fee, safety check, start-up fee), submit an invoice or spreadsheet with the customer's name, delivery address, date of delivery, type of fuel delivered, and the number of units, price per unit, fee type, fee amount, and total.