

Home Energy Assistance Program (HEAP)
WOOD PURCHASE ORDER (PO)

- Vendor Copy
- Applicant Copy
- Original

PO NUMBER: _____

PO ISSUE DATE: _____

Customer:	_____
Customer Phone	_____
Customer Alt. Phone	_____
Authorized By:	_____

Vendor:	_____
Vendor Phone:	_____
Vendor Email:	_____
Vendor Fax:	_____

CAA Name: _____

CAA Phone: _____

CAA Address: _____

CAA Email: _____

DELIVERY INSTRUCTIONS

Vendor must deliver what is listed on this Wood Purchase Order. Any alterations/changes to the PO may result in the Vendor not being paid. If a client/Vendor finds the PO is not correct, please contact the CAA prior to making the delivery. Delivery must be made within 60 days from the date this PO was issued, otherwise the Vendor must request an extension from the CAA named above. Delivery requirements are as follows:

Wood Type: _____ **Quantity:** _____ **Unit Cost:** \$ _____ **Benefit:** \$ _____

Additional Requirements: _____

APPLICANT INSTRUCTIONS

The Applicant or designated representative (17 years or older) must sign for each delivery that has been delivered. If the wood delivery is not satisfactory, do not sign the PO and contact MaineHousing by email at liheap@mainehousing.org or call (800) 452-4668.

NOTE: The HEAP Benefit is intended for the sole use of the eligible household. A HEAP recipient may not sell, transfer, release or otherwise convey the right to that fuel without written approval of MaineHousing. Any unauthorized use, transfer, acquisition or possession of fuel provided through fuel assistance is a Class E crime with up to 6 months in prison and/or a fine up to \$1,000.

COMPLETED BY VENDOR

INSTRUCTIONS: (1) Complete and sign all copies; (2) Obtain the Applicant signature on all copies; (3) Retain the Vendor copy, give the applicant copy to the Applicant, and return the original to the Community Action Agency (CAA) identified above.

Total # of Planned Deliveries: _____ **Comments:** _____

DELIVERY 1	DELIVERY 2	DELIVERY 3
Delivery Date _____	Delivery Date _____	Delivery Date _____
# of Cords _____	# of Cords _____	# of Cords _____
Cost of Delivery \$ _____	Cost of Delivery \$ _____	Cost of Delivery \$ _____
VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant.	VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant.	VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant.
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____
APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction.	APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction.	APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction.
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____

For information pertaining to weights and measures law see 10 MRSA §2302, Definitions which can be found at <http://legislature.maine.gov/statutes/10/title10sec2302.html>