

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 1st 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 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 _____