
General Information Memorandum

ISD-GI 14-05

TO: ISD Employees
FROM: *MM* Marilyn Martinez, Acting Director, Income Support Division
RE: LIHEAP Vendors in ASPEN
DATE: 1/22/2014

The following should not be used in ASPEN when entering the billing account number for LIHEAP clients:

- Dashes/hyphens
- Special characters

Please pay special attention to the following vendors regarding billing account numbers entered into ASPEN for LIHEAP clients

- NM Gas Company and PNM must be 16 numerical digits and no special characters.

Please refer to the updated vendor listing on the forms drive (:\disfasv025\ISDForms) when working with clients to choose a vendor.