

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1555049 **Vendor Name:** Innovation Dupage

**Check Details:**

**Check Number:** E0111048 **Check Amount:** \$ 81,160.46 **Check Date:** 12/9/2025

**Invoice Details:**

**Invoice Number:** DCEO.CECL.NOV25 **Invoice Date:** 12/4/2025 **PO Number:** NULL **Voucher Number:** V0915412

**Document Type:** AP Invoice

---

**Document Below**

## Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 2.21, Vendor Payment.

Date: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Other Instructions:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Print Name: \_\_\_\_\_

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$25,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)**

# Check Request Form *(cont.)*

## Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

**College of DuPage - Financial Affairs**  
**Journal Entry (JE)**

<b>Reversal: No</b>			<b>Reversal Date:</b> n/a	<b>FY: 2026</b>	
<b>Month End Date: 11/30/25</b>					
JE Row #	Colleague Account Number	Account Description	Debit	Credit	Additional Description
1	01-80-00757-5904999	Financial Affairs : Balance Claim on Cash-Offsets	0.01		
2	05-60-00529-5904999	AUX Misc Auxiliary Services : Balance Claim on Cash-Offsets		0.01	
3	06-40-05407-5101001	DCEO/CEJA Incubator Grnt 25/26 : Administrative Staff-full-time	1,729.12		J Cassidy
4	06-40-05407-5101001	DCEO/CEJA Incubator Grnt 25/26 : Administrative Staff-full-time	1,185.12		D Virgilio
5	01-20-14226-5101001	Asst VP EcoDev Dean CE&Pub Ser : Administrative Staff-full-time		1,729.12	J Cassidy
6	01-80-00757-5101001	Financial Affairs : Administrative Staff-full-time		1,185.12	D Virgilio
7	06-40-05407-5299901	DCEO/CEJA Incubator Grnt 25/26 : FT Allocated Employee Benefits	345.82		J Cassidy
8	06-40-05407-5299901	DCEO/CEJA Incubator Grnt 25/26 : FT Allocated Employee Benefits	237.02		D Virgilio
9	01-20-14226-5299901	Asst VP EcoDev Dean CE&Pub Ser : FT Allocated Employee Benefits		345.82	J Cassidy
10	01-80-00757-5299901	Financial Affairs : FT Allocated Employee Benefits		237.02	D Virgilio
11	06-40-05407-5309001	DCEO/CEJA Incubator Grnt 25/26 : Other Contractual Services Exp	81,160.46		
12	06-40-05407-2300010	DCEO/CEJA Incubator Grnt 25/26 : Accrued Accounts Payable		81,160.46	
13	06-40-05407-5909003	DCEO/CEJA Incubator Grnt 25/26 : Indirect Costs	8,465.75		
14	01-90-00833-5909003	General Institutional - Ed : Indirect Costs		8,465.75	
15	06-40-05407-1302003	DCEO/CEJA Incubator Grnt 25/26 : Grant Revenue Receivable	93,123.29		
16	06-40-05407-4204001	DCEO/CEJA Incubator Grnt 25/26 : Depart of Comm and Econ Opport		93,123.29	
<b>TOTALS</b>	JE Description (30 character limit):		<b>186,246.59</b>	<b>186,246.59</b>	-
<b>Description: Record Nov 2025 DCEO CECI grant program activity including cost transfer of administrative salaries/benefits, indirect cost, and other contractual services payable to Innovation DuPage. Also record receivable of grant revenue from DCEO.</b>					
<b>Entered By:</b>			<b>Date Entered:</b>		<b>JE Number:</b>
<b>Prepared By:</b> David Virgilio <i>DV</i>			<b>Date Prepared:</b>	12/4/2025	<b>Reversal JE Number:</b>
<b>Approved By:</b> Maki Jursinic			<b>Date Approved:</b>	12/4/2025	

IL Dept Commerce & Economic Opportunity

NOFO #3271-2636

Grant #23-441007

CSFA Number:420-35-3271

CSFA Description:Clean Energy Contractor Incubator Program

Term:6/1/25 - 5/31/26

	Total Budget	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Total Remaining
<b>1. Personnel</b>								
Joe Cassidy: 10%	\$ 19,000.00	\$ 1,554.40	\$ 1,601.02	\$ 1,601.02	\$ 1,601.02	\$ 2,465.58	\$ 1,729.12	\$ 8,447.84
David Virgilio: 10%	\$ 14,500.00	\$ 1,150.56	\$ 1,185.13	\$ 1,185.13	\$ 1,185.13	\$ 1,777.70	\$ 1,185.12	\$ 6,831.23
Dan Facchini: 45%	\$ 63,000.00	\$ 4,327.20	\$ 4,846.16	\$ 4,846.16	\$ 4,846.16	\$ 7,269.24	\$ 4,846.16	\$ 32,018.92
CECI Director, Bill Payne: 100%	\$ 130,000.00	\$ 1,440.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,250.00	\$ 10,000.00	\$ 78,310.00
Dir of Op., Jim Bell (thru Aug); Beth Ann Wymyslowski (start Sep): 50%	\$ 55,000.00	\$ 2,231.04	\$ 2,961.54	\$ 2,961.54	\$ 2,115.39	\$ 6,346.16	\$ 4,230.76	\$ 34,153.57
IT Proj Mgr, Anushka Verma: 40%	\$ 28,000.00	\$ 1,600.00	\$ 2,153.85	\$ 2,153.85	\$ 2,153.85	\$ 3,230.77	\$ 2,153.84	\$ 14,553.84
Mktg Mgr, Hannah Macey: 40%	\$ 28,000.00	\$ 1,600.00	\$ 2,153.85	\$ 2,153.85	\$ 2,153.85	\$ 3,230.77	\$ 2,153.84	\$ 14,553.84
Exec Assistant, 50%	\$ 32,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,500.00
Partnerships Mgr, Jill McWilliams, 50%	\$ 47,500.00	\$ -	\$ -	\$ 1,826.93	\$ 3,653.85	\$ 5,480.78	\$ 3,653.84	\$ 32,884.60
CECI Prog Mgr, Ricardo Magallon: 100%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,730.77	\$ 8,461.54	\$ 81,807.69
CECI Prog. Coord., Arlinda Bajrami: 100%	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,038.46	\$ 5,384.62	\$ 60,576.92
CECI IT Proj. Coord., Matt Korman, 100%	\$ 60,000.00	\$ -	\$ -	\$ 4,615.38	\$ 4,615.38	\$ 6,923.07	\$ 4,615.38	\$ 39,230.79
<b>2. Fringe Benefits</b>								
20% of Sum of ID Personnel	\$ 122,800.00	\$ 2,239.65	\$ 4,423.08	\$ 5,711.54	\$ 5,907.70	\$ 11,300.00	\$ 9,100.00	\$ 84,118.03
20% of Sum of COD Personnel	\$ 6,700.00	\$ 540.99	\$ 557.23	\$ 557.23	\$ 557.23	\$ 848.66	\$ 582.85	\$ 3,055.81
<b>3. Travel</b>	\$ 20,752.00	\$ -	\$ 31.85	\$ 89.09	\$ 20.00	\$ 850.41	\$ 121.14	\$ 19,639.51
<b>4. Equipment</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>5. Supplies</b>								
Staff Computers	\$ 12,500.00	\$ -	\$ -	\$ 7,587.54	\$ 3,848.00	\$ 3,216.90	\$ -	\$ (2,152.44)
Incubator Computers	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Phones, Monitors, Cameras	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
Training Materials	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
Office Supplies	\$ 3,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 486.04	\$ 3,263.96
<b>6. Contractual Services</b>								
Subgrantees	\$ 84,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,172.00	\$ 83,078.00
Instructional Contractors	\$ 140,000.00	\$ -	\$ -	\$ -	\$ 360.00	\$ 1,500.00	\$ 9,747.50	\$ 128,392.50
<b>7. Consultant (Professional Services)</b>								
Marketing & Website	\$ 55,000.00							\$ 22,822.83
WGN Appearances		\$ -	\$ 3,080.00	\$ -	\$ -	\$ 3,000.00	\$ -	
MADAK Website Build		\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	
MADAK Service Agreement		\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	
Other Mktg		\$ -	\$ -	\$ -	\$ -	\$ 567.17	\$ 9,530.00	
PMP Training	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00
Legal	\$ 105,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000.00
<b>8. Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>9. Occupancy (Rent &amp; Utilities)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>10. Research &amp; Development (R&amp;D)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>11. Telecommunications</b>								
Cell Phone Allowance	\$ 7,200.00	\$ -	\$ 276.90	\$ 276.90	\$ 359.97	\$ 664.56	\$ 553.80	\$ 5,067.87
Zoom Cloud Recording	\$ 591.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 591.00
Video Webinar Subscription	\$ 1,442.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,442.00
Zoom Meeting Pro	\$ 1,570.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,570.00
Wi-Fi Hotspots	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
VOIP Phone Access	\$ 3,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,480.00
<b>12. Training &amp; Education</b>								
Staff best practice training	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00
Intern Orientation	\$ 18,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,750.00
<b>13. Direct Administrative Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>14. Other or Misc. Costs</b>								
Digital Badge Creation	\$ 4,455.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,455.91
Space Licensure	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
ID Membership	\$ 135,000.00	\$ -	\$ 2,475.00	\$ 2,700.00	\$ 2,700.00	\$ 3,600.00	\$ 4,950.00	\$ 118,575.00
ID O2CEO Participation	\$ 135,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000.00
<b>15. GRANT EXCLUSIVE LINE ITEM</b>								
<b>17. Indirect Costs</b>								
COD	\$ 160,274.09	\$ 1,668.38	\$ 6,674.56	\$ 4,826.62	\$ 4,607.75	\$ 8,629.10	\$ 8,465.75	\$ 125,401.93
<b>Total</b>	\$ 1,763,015.00	\$ 18,352.22	\$ 73,420.17	\$ 53,092.78	\$ 50,685.28	\$ 94,920.10	\$ 93,123.29	\$ 1,379,421.16
COD	\$ 237,974.09	\$ 4,914.33	\$ 10,017.94	\$ 15,757.54	\$ 11,799.13	\$ 16,937.94	\$ 11,962.84	\$ 166,584.37
Innovation DuPage	\$ 1,525,040.91	\$ 13,437.89	\$ 63,402.23	\$ 37,335.24	\$ 38,886.15	\$ 77,982.16	\$ 81,160.46	\$ 1,212,836.78
<b>Total</b>	\$ 1,763,015.00	\$ 18,352.22	\$ 73,420.17	\$ 53,092.78	\$ 50,685.28	\$ 94,920.10	\$ 93,123.29	\$ 1,379,421.16

\$ 383,593.84 total spend to-date

Commerce & Economic Opportunity  
NOFO # 3271-2636  
Grant # 23-441007  
CSFA Number: 420-35-3271  
CSFA Description: Clean Energy Contractor Incubator Program  
Term: 6/1/25 - 5/31/26  
GL Account: 06-40-05407  
Budget Officer: David Virgilio

																	Total	Remaining	
GATA Budget Category	GATA Budget Description	COD GL Account #	GL Account Description	Budget Amount	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Spend	Budget	
01 Personnel	Assistant Vice President of Economic Development, COD (10%)	5101001	Administrator Staff	19,000.00	1,554.40	1,601.02	1,601.02	1,601.02	2,465.58	1,729.12	-	-	-	-	-	-	10,552.16	8,447.84	
01 Personnel	Controller, COD (10%)	5101001	Administrator Staff	14,500.00	1,150.56	1,185.13	1,185.13	1,185.13	1,777.70	1,185.12	-	-	-	-	-	-	7,668.77	6,831.23	
01 Personnel	Managing Director, Innovation DuPage (45%)	5309001	Other Contractual Services Exp	63,000.00	4,327.20	4,846.16	4,846.16	4,846.16	7,269.24	4,846.16	-	-	-	-	-	-	30,981.08	32,018.92	
01 Personnel	Director, Clean Energy Incubation Program	5309001	Other Contractual Services Exp	130,000.00	1,440.00	10,000.00	10,000.00	10,000.00	10,250.00	10,000.00	-	-	-	-	-	-	51,690.00	78,310.00	
01 Personnel	Program Director of Operations, Clean Energy Incubation Program (50%)	5309001	Other Contractual Services Exp	55,000.00	2,231.04	2,961.54	2,961.54	2,115.39	6,346.16	4,230.76	-	-	-	-	-	-	20,846.43	34,153.57	
01 Personnel	Executive Assistant, Clean Energy Incubation Program (50%)	5309001	Other Contractual Services Exp	32,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	32,500.00	
01 Personnel	Partnerships Manager, Clean Energy Incubation Program (50%)	5309001	Other Contractual Services Exp	47,500.00	-	-	1,826.93	3,653.85	5,480.78	3,653.84	-	-	-	-	-	-	14,615.40	32,884.60	
01 Personnel	IT Project Manager, Innovation DuPage (40%)	5309001	Other Contractual Services Exp	28,000.00	1,600.00	2,153.85	2,153.85	2,153.85	3,230.77	2,153.84	-	-	-	-	-	-	13,446.16	14,553.84	
01 Personnel	Marketing Manager, Innovation DuPage (40%)	5309001	Other Contractual Services Exp	28,000.00	1,600.00	2,153.85	2,153.85	2,153.85	3,230.77	2,153.84	-	-	-	-	-	-	13,446.16	14,553.84	
01 Personnel	Program Manager, Clean Energy Incubation Program	5309001	Other Contractual Services Exp	100,000.00	-	-	-	-	9,730.77	8,461.54	-	-	-	-	-	-	18,192.31	81,807.69	
01 Personnel	Program Coordinator, Clean Energy Incubator Program	5309001	Other Contractual Services Exp	70,000.00	-	-	-	-	4,038.46	5,384.62	-	-	-	-	-	-	9,423.08	60,576.92	
01 Personnel	IT Project Coordinator, Clean Energy Incubator Program	5309001	Other Contractual Services Exp	60,000.00	-	-	4,615.38	4,615.38	6,923.07	4,615.38	-	-	-	-	-	-	20,769.21	39,230.79	
02 Fringe Benefits	Assistant Vice President of Economic Development, COD	5299901	FT Allocated Employee Benefits	3,800.00	310.88	320.20	320.20	320.20	493.12	345.82	-	-	-	-	-	-	2,110.43	1,689.57	
02 Fringe Benefits	Controller, COD	5299901	FT Allocated Employee Benefits	2,900.00	230.11	237.03	237.03	237.03	355.54	237.02	-	-	-	-	-	-	1,533.75	1,366.25	
02 Fringe Benefits	Managing Director, Innovation DuPage	5309001	Other Contractual Services Exp	12,600.00	865.44	969.23	969.23	969.23	1,453.85	969.23	-	-	-	-	-	-	6,196.22	6,403.78	
02 Fringe Benefits	Director, Clean Energy Incubation Program	5309001	Other Contractual Services Exp	26,000.00	288.00	2,000.00	2,000.00	2,000.00	2,050.00	2,000.00	-	-	-	-	-	-	10,338.00	15,662.00	
02 Fringe Benefits	Program Director of Operations, Clean Energy Incubation Program	5309001	Other Contractual Services Exp	11,000.00	446.21	592.31	592.31	423.08	1,269.23	846.15	-	-	-	-	-	-	4,169.29	6,830.71	
02 Fringe Benefits	Executive Assistant, Clean Energy Incubation Program	5309001	Other Contractual Services Exp	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	6,500.00	
02 Fringe Benefits	Partnerships Manager, Clean Energy Incubation Program	5309001	Other Contractual Services Exp	9,500.00	-	-	365.39	730.77	1,096.16	730.77	-	-	-	-	-	-	2,923.08	6,576.92	
02 Fringe Benefits	IT Project Manager, Innovation DuPage	5309001	Other Contractual Services Exp	5,600.00	320.00	430.77	430.77	430.77	646.15	430.77	-	-	-	-	-	-	2,689.23	2,910.77	
02 Fringe Benefits	Marketing Manager, Innovation DuPage	5309001	Other Contractual Services Exp	5,600.00	320.00	430.77	430.77	430.77	646.15	430.77	-	-	-	-	-	-	2,689.23	2,910.77	
02 Fringe Benefits	Program Manager, Clean Energy Incubation Program	5309001	Other Contractual Services Exp	20,000.00	-	-	-	-	1,946.15	1,692.31	-	-	-	-	-	-	3,638.46	16,361.54	
02 Fringe Benefits	Program Coordinator, Clean Energy Incubator Program	5309001	Other Contractual Services Exp	14,000.00	-	-	-	-	807.69	1,076.92	-	-	-	-	-	-	1,884.62	12,115.38	
02 Fringe Benefits	IT Project Coordinator, Clean Energy Incubator Program	5309001	Other Contractual Services Exp	12,000.00	-	-	923.08	923.08	1,384.61	923.08	-	-	-	-	-	-	4,153.84	7,846.16	
03 Travel	Mileage & Conferences	5309001	Other Contractual Services Exp	20,752.00	-	31.85	89.09	20.00	850.41	121.14	-	-	-	-	-	-	1,112.49	19,639.51	
05 Supplies	CEJA Incubator Staff computers, peripherals and software	5409002	Non-Capital equipment	12,500.00	-	-	7,587.54	3,848.00	3,216.90	-	-	-	-	-	-	-	14,652.44	(2,152.44)	
05 Supplies	Incubation coworking space computers and peripherals	5409002	Non-Capital equipment	25,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000.00	
05 Supplies	Phones and conference monitors, cameras	5309001	Other Contractual Services Exp	8,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00	
05 Supplies	Instructional materials and books	5309001	Other Contractual Services Exp	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	
05 Supplies	Office supplies	5309001	Other Contractual Services Exp	3,750.00	-	-	-	-	-	486.04	-	-	-	-	-	-	486.04	3,263.96	
06 Contractual Services	Community and Industry based organization recruitment and support services (subgrantees)	5309001	Other Contractual Services Exp	84,250.00	-	-	-	-	-	1,172.00	-	-	-	-	-	-	1,172.00	83,078.00	
06 Contractual Services	Instructional Contractors (Lead and assittant trainers, instructional designers)	5309001	Other Contractual Services Exp	140,000.00	-	-	-	360.00	1,500.00	9,747.50	-	-	-	-	-	-	11,607.50	128,392.50	
07 Consultants	Markeing Consultants and Website Development	5309001	Other Contractual Services Exp	55,000.00	-	19,080.00	-	-	3,567.17	9,530.00	-	-	-	-	-	-	32,177.17	22,822.83	
07 Consultants	Project Management Training	5309001	Other Contractual Services Exp	18,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	18,000.00	
07 Consultants	Intellectual Property and Legal Consultation	5309001	Other Contractual Services Exp	105,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	105,000.00	
11 Telecommunications	Program Staff Cell Phone Allowance	5309001	Other Contractual Services Exp	7,200.00	-	276.90	276.90	359.97	664.56	553.80	-	-	-	-	-	-	2,132.13	5,067.87	
11 Telecommunications	Zoom Cloud recording	5309001	Other Contractual Services Exp	591.00	-	-	-	-	-	-	-	-	-	-	-	-	-	591.00	
11 Telecommunications	Video Webinar Subscription	5309001	Other Contractual Services Exp	1,442.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,442.00	
11 Telecommunications	Zoom Meeing Pro	5309001	Other Contractual Services Exp	1,570.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,570.00	
11 Telecommunications	Wi-Fi Hotspots	5309001	Other Contractual Services Exp	4,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	4,500.00	
11 Telecommunications	VOIP Phone Access	5309001	Other Contractual Services Exp	3,480.00	-	-	-	-	-	-	-	-	-	-	-	-	-	3,480.00	
12 Training & Education	Staff best practice incubation/acceleration training	5309001	Other Contractual Services Exp	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	6,500.00	
12 Training & Education	Intern orientation and training	5309001	Other Contractual Services Exp	18,750.00	-	-	-	-	-	-	-	-	-	-	-	-	-	18,750.00	
14 Miscellaneous Costs	Innovation DuPage network membership for all participant companies (up to 50 at \$225 per month for 12 months)	5309001	Other Contractual Services Exp	135,000.00	-	2,475.00	2,700.00	2,700.00	3,600.00	4,950.00	-	-	-	-	-	-	16,425.00	118,575.00	
14 Miscellaneous Costs	Innovation DuPage Owner-to-CEO accelerator program (two, three-month cohorts with up to 15 per cohort at \$4,500 per company)	5309001	Other Contractual Services Exp	135,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	135,000.00	
14 Miscellaneous Costs	Digital badge creation for clean energy incubation program completion	5309001	Other Contractual Services Exp	4,455.91	-	-	-	-	-	-	-	-	-	-	-	-	-	4,455.91	
14 Miscellaneous Costs	space licensure cost	5309001	Other Contractual Services Exp	15,000.00	-	15,000.00	-	-	-	-	-	-	-	-	-	-	15,000.00	-	
17 Indirect Costs	Indirect Costs	5909003	Indirect Costs	160,274.09	1,668.38	6,674.56	4,826.62	4,607.75	8,629.10	8,465.75	-	-	-	-	-	-	34,872.16	125,401.93	
Total Expenses				1,763,015.00	18,352.22	73,420.17	53,092.78	50,685.28	94,920.10	93,123.29	-	-	-	-	-	-	383,593.84	1,379,421.16	
																	21.8%	78.2%	
Cash Requests					18,352.22					177,198.23								195,550.45	1,567,464.55