



Illinois Department of Transportation

Office of Business & Workforce Diversity
2300 South Dirksen Parkway / Springfield, Illinois 62764

DBE SUPPORTIVE SERVICES REIMBURSEMENT PROGRAM CHECKLIST

THIS PROGRAM DOES NOT GUARANTEE REIMBURSEMENT OF EXPENDITURES. THE CHECKLIST IS A TOOL TO ASSIST FIRMS WHO ARE SEEKING REIMBURSEMENT FROM THIS PROGRAM. REVIEW INITIAL PROCESSES, APPROVED CATEGORIES AND REQUIRED DOCUMENTATION TO ENSURE A COMPLETE SUBMISSION.

INITIAL STEPS FOR REIMBURSEMENT	
	Submit W-9 to The Bureau of Small Business Enterprises to DOT.SupportiveServices@illinois.gov with 1 st reimbursement request and supporting documentation required (see Table 2).
	<i>CALL the Illinois Comptroller to enroll in direct deposit (217) 557-0930 after receiving your paper check from IDOT.</i>
	Must be an IDOT Certified DBE To verify if you are certified by IDOT you can contact (217) 782-5490
	The purchase was made after October 1, 2016

***ANY FIRM WHO SUBMITS REIMBURSEMENT DOCUMENTATION WITHOUT A W-9 AND IS NOT ALREADY APPROVED WITH THE COMPTROLLER WILL BE REJECTED FOR REIMBURSEMENT.**

APPROVED CATEGORIES & REQUIRED DOCUMENTATION		
CATEGORY	DOCUMENTATION	LIMIT
Association Membership Cost	Receipt of purchase, copy of membership acceptance, contact info to verify membership	\$500
Training or Certification Cost	Receipt and/or account statement showing costs incurred and paid; an official grade notice showing evidence of satisfactory completion; a copy of certification earned.	\$500
Audited Financial Statement Cost	Receipt of payment, contact info to verify services rendered.	\$500
Estimating Software Cost	Receipt of purchase with order number, estimating software description, contact information to verify purchase.	\$500