IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OHIO
WESTERN DIVISION

| | | |
|---|---|---|
| IN RE: | ) | Case No. 26-31894 |
| | ) | |
| LOURDES UNIVERSITY and | ) | CHAPTER 11 |
| LOURDES PROPERTIES, LLC, [1], | ) | |
| Jointly Administered Debtors-in-Possession | ) | Judge Mary Ann Whipple |

**NOTICE OF MONTHLY FEE STATEMENT FOR DEBTOR'S CHIEF RESTRUCTURING OFFICER FOR THE MONTH OF SEPTEMBER, 2026**

PLEASE TAKE NOTICE that pursuant to the Order of the Bankruptcy Court dated October 26, 2026 Establishing Procedures for Interim Compensation and Reimbursement of Expenses of Professionals, the Monthly Fee Statement for Debtor's Counsel for the period of September 1, 2026 through September 30, 2026 is attached hereto.

Dated: Uniondale, New York
October 29, 2026

**Cullen and Dykman LLP**

By: */s/ Bonnie L. Pollack*
Bonnie L. Pollack, Esq.
Matthew G. Roseman, Esq. (N. Dist. of Ohio Bar No. NY2239903; NY Bar No. 2239903)
Bonnie L. Pollack, Esq. (N. Dist. of Ohio Bar No. NY2306686; NY Bar No. 2306686)
333 Earle Ovington Boulevard, 2nd Floor
Uniondale, New York 11553
mroseman@cullenllp.com
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(516) 357-3700

*Attorneys for Lourdes University and Lourdes Properties, LLC*

[1] The Debtors in these chapter 11 cases along with the last four digits of each Debtor's federal tax identification number are: Lourdes University (6547); and Lourdes Properties, LLC (8998). The location of the Debtors' principal place of business is 6832 Convent Blvd., Sylvania, Ohio 43560.

HILLYER
business advisors

330 903 7791
hgiadvisors.com

October 21, 2026

Lourdes University
Jommie Hodges Board Chair
6832 Convent Blvd.
Sylvania, OH 43560

RE: Hillyer Group Invoice 3467

Attached is our bill for professional services rendered for September 2026.

| | |
|---|---|
| Professional Services | $151,449.90 |

Should you have any questions, please call me.

Sincerely,

John T. Hillyer
Chief Restructuring Officer for Lourdes University
3002 Overlook Road
Silver Lake, OH 44224
330-903-7791

HILLYER
business advisors

330 903 7791
hgiadvisors.com

October 21, 2026

Lourdes University
Jonnie Hodges Board Chair
6832 Convent Blvd.
Sylvania, OH 43560

RE: Hillyer Group Invoice 3467

Attached is our bill for professional services rendered for September 2026.

| **Professional Fees and Expenses September 2026** | **Hours** | **Total** | **Lourdes University** | **Lourdes Properties** |
|---|---|---|---|---|
| John Hillyer, Principal / Chief Restructuring Officer | 62.7 | $27,901.50 | $16,740.90 | $11,160.60 |
| Mark Uhrich, Principal / Operations | 75 | $32,485.00 | $25,988.00 | $6,497.00 |
| Susan Keshen, Principal / Accountant | 105.2 | $46,814.00 | $37,451.20 | $9,362.80 |
| Geri A. Gregor, CPA PLCC / Accountant | 63.7 | $18,082.00 | $16,273.80 | $1,808.20 |
| Andrew Vitullo, Manager / Operations | 51.4 | $21,845.00 | $6,553.50 | $15,291.50 |
| Stephen Morris, Support / Technical Support / Analyst | 7.2 | $2,520.00 | $1,260.00 | $1,260.00 |
| Christine Nelson, Support / Administrations | 5.4 | $1,620.00 | $810.00 | $810.00 |
| Hillyer Group Expenses | | $182.40 | $91.20 | $91.20 |
| **TOTAL HILLYER GROUP SEPTEMBER** | | **$151,449.90** | **$105,168.60** | **$46,281.30** |

Sincerely,

John T. Hillyer, Hillyer Group, LLC.
Chief Restructuring Officer for Lourdes University
3002 Overlook Road
Silver Lake, OH 44224
Phone: 330-903-7791

**Lourdes University**

**Professional Fees and Expenses September 2026**

| | Hours | Total | Lourdes University | Lourdes Properties |
|---|---|---|---|---|
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**John T. Hillyer**
**Lourdes University**

| Staff | Date | Description | Time | Rate | Total |
|---|---|---|---|---|---|
| John Hillyer | 1-Sep | Review/respond to Team inquiries(.4),work on DIP bank accounts/W-9 fill out(.2), DIP budget conference call(1.3), review revise DIP budget(.1), confer with M.Uhrich re: IT budget(.4), DIP Budget revisions with G.Gregor(.2), adjustments to DIP budget staffing changes/hourly wages breakdown(.7) | 3.3 | $445 | $1,468.50 |
| John Hillyer | 2-Sep | Follow up with DIP bank accounts with 5th3rd(.4), Address Utilities deposit accounting(.3), setup rent collections app(.1), prepare/Attend Hearing(2.5), review ER HSA reversal/ confer with M.Uhrich(.4), review severance topic/ACH signature rejections(.2), revisions to staffing/review revised DIP budget(.4), Work on grant draw down(.2) | 4.5 | $445 | $2,002.50 |
| John Hillyer | 3-Sep | Review DIP Term sheet (.4), Review Portait request/returned transaction/review FFE(.3), Insurance coverage/review SVN listing agreements/stalking horse (.8), review/execute 5th3rd DIP bank account document(.3), review COFS payment topic(.1), complete/scan W-2 for 5th3rd DIP accounts(.2), pull down grant funds update(.2), maintain communications with 5th3rd(.2), review revised severance agreement(.2), updates to DIP budget(.2), follow up on Dynamics revised proposal(.2), Upward Bound transfer(.1); Confer with HG team (.3) | 3.5 | $445 | $1,557.50 |
| John Hillyer | 4-Sep | Work on DIP bank accounts/complete additional documents(1.4), project management confer with HG team(.7), review reporting requirements for DIP Loan(.2), complete conflicts check(.1), manage Sweep removal/transfer funds for Utilities(.4), update on Severance agreements(.2), review Oarnet(.1), review schedules(.4), review operating report(.3),review AVI invoice(.1), review creditors list(.1), Review severance communication(.1), Review active DIP Bank accounts/transfer planning(.3), | 4.4 | $445 | $1,958.00 |
| John Hillyer | 5-Sep | Review/sign Communication agreement, review DIP Task Matrix, review/revise task list | 0.8 | $445 | $356.00 |
| John Hillyer | 8-Sep | FFE rental discussion with M.Uhrich (.3), confer with S.Keshen(.2); reiview priority tasks/assign lead (.3), manage DIP account setups(.7); review transfer of accounts & review the cash management motion(.5), HG comm call (.3); confer Cullen/HG team(.5); complete conflict check (.7) | 3.5 | $445 | $1,557.50 |
| John Hillyer | 9-Sep | Review/sign/scan/email Waiver(.3); confer with M.Uhrich(.3); work on Dynamics situation, SOSF actions, review/edit project task detail (1.1); confer with HG team (.2); confer with D.Vespie severance topic(.3), prep/attend HG team call, address payroll(.7) | 2.9 | $445 | $1,290.50 |
| John Hillyer | 10-Sep | Payroll process & staffing adjustments(.7); sale process, banking access/adjustments(.4), update on severance (.2), confer with M.Uhrich (.3) | 1.6 | $445 | $712.00 |
| John Hillyer | 11-Sep | Insurance payment/shared policies, payroll, work on bank account process (.7), Project management(.9); declaration, severance, variance report (.4), confer with HG team, complete payroll wires (.9), Perkins loan program, agreement, follow up on Dynamics (.8) | 3.7 | $445 | $1,646.50 |
| John Hillyer | 12-Sep | Follow up on Variance method, staffing issue, | 0.3 | $445 | $133.50 |

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|---|---|---|---|---|---|
| John Hillyer | 13-Sep | Review bank setup, review task list updates | 0.4 | $445 | $178.00 |
| John Hillyer | 14-Sep | Severance detail/communications, Confer with HG team (.9); operating report/schedules, review motions, address banking issue (1.6), confer with M.Uhrich, staffing options, invoice/fee detail, Hylant payment, cash management questions (1.2) | 3.7 | $445 | $1,646.50 |
| John Hillyer | 15-Sep | Review/edit/approve severance payments(.6); manage funding logistics, address staffing changes(.8); review insurance agent requests, review/sign/scan/email declaration (.8), confer with M.Uhrich & Confer with HG team(.9); manage completion of schedules process(.6); work on records retention delay, project management(.6) | 4.3 | $445 | $1,913.50 |
| John Hillyer | 16-Sep | Review UT agreement, confer on real estate tasks(1.1); call with board chair/legal team, review severance calculations(1.4); banking setup/severance wire transactions, manage subscription renewals, review variance report, DIP budget (1.2); Confer with HG team, review bond/loan accounts/AR, review schedules, review task list, review Dynamics proposal(1.1) | 4.8 | $445 | $2,136.00 |
| John Hillyer | 18-Sep | Variance report, Cashflow, Schedules(1.5); confer with A.Vitullo & M.Uhrich(.5); Dynamics update, sale process(.7) | 2.7 | $445 | $1,201.50 |
| John Hillyer | 20-Sep | Review property broker/listing status, review MORs, actual bank statements, Dynamics plan and draw request, remaining severances, draft of board agenda | 1.4 | $445 | $623.00 |
| John Hillyer | 21-Sep | Team Conference call (.8), review insurance broker commission, Tail insurance(.5); Severance resolution/review draw request, Dynamics topic, DIP variance (1.3) | 2.6 | $445 | $1,157.00 |
| John Hillyer | 22-Sep | Communications proposal, several draw accounting/approval, Dynamics AP/SOSF agreement, going forward needs of Dynamics, OneSuite renewal(.9); confer with HG team/Schedules revisions (.6); confer B.Pollack, DIP variance report revisions, review form 206H (.5), confer A.Vitullo,& Confer M.Uhrich(.3); unsecured creditors, update on cyber liability coverage, review property ownership & update on broker contract (.5) | 2.8 | $445 | $1,246.00 |
| John Hillyer | 23-Sep | Update on Dynamics topic & revised draw request(.6); FF&E inventory & sale process(.5); Real Estate sale/broker agreement(.8) | 1.9 | $445 | $845.50 |
| John Hillyer | 24-Sep | Final draw request(.1); Forvis contract/Insurance policies(.7); Update on unsecured creditors(.2); update on FF&E & valuation options(.2); Confer with HG team (.2) | 1.4 | $445 | $623.00 |
| John Hillyer | 25-Sep | Review email regarding Franciscan Center(.1) | 0.1 | $445 | $44.50 |
| John Hillyer | 26-Sep | Review Russell Potrait valuation options, DIP bank account labeling, setting up of website BK filings link(.4); review cash flow report(.8); outline call agenda and review list of contracts(.3) | 1.5 | $445 | $667.50 |
| John Hillyer | 27-Sep | Confer with M.Uhrich (.4), confer with A.Vitullo(.4) questions on property(.2) | 1 | $445 | $445.00 |
| John Hillyer | 28-Sep | Confer with M.Uhrich (.3), HG Team conference pre/call (1.0), Review website link for BK filings, FC Events, Robert Half, payroll request draw, Anthology, status of Art valuation,(.3) Revised budget for UT retention agreement(.1), review Cullen & Dykman monthly fees(.2), Dynamics/staffing/ Ferrilli follow up,(.2), | 2.1 | $445 | $934.50 |
| John Hillyer | 29-Sep | Property sale tasks/IT topic/Dynamics status/Contracts/resolution(.9), HG Team call(1.0), Review/Execute records retention agreement(.3) | 2.2 | $445 | $979.00 |
| John Hillyer | 30-Sep | Broker agreement(.5), Dynamics(.4), Insurance/Cyber policy(.2), Franciscan Center contract(.2) | 1.3 | $445 | $578.50 |

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| | | **TOTALS:** | **62.7** | | **$27,901.50** |

**Mark Uhrich**
**Lourdes University**

| Staff | Date | Description | Hours | Rate | Total |
|---|---|---|---|---|---|
| Mark Uhrich | 1-Sep | Prepare and confer with Mr. Hillyer & Ms. Gregor re: payroll, DIP budget and related (.8); Correspond with Ms. Blank re: 403(b) funding and follow up w/bank (.3); Review correspondence from Ms. Pollack relating to DIP, payroll and related (.5); Prepare and attend teams call w/Dynamic Campus, follow up w/Dr. Beutel (1.0); confer with J.Hillyer re: IT budget (.4) | 3 | $445 | $1,335.00 |
| Mark Uhrich | 2-Sep | Confer, review and email Signature bank (.7); Review and prepare payroll related files for legal (1.0); confer with Lourdes team members re: accounting, Financial Aid reporting, IT and building related matters (1.8); Review DIP budget (.5); Confer with J.Hillyer (.4); Confer with S.Keshen (.3); Confer with S.Morris (.2) | 4.5 | $445 | $2,002.50 |
| Mark Uhrich | 3-Sep | Attend Lourdes Team Closure meeting (.8); Correspond and confer w/Ms. Baker and Ms. Blank re: accounting banking matters (1.7); Confer with Ms. Sample re: inventory and supplies (.5); Correspond with Signature Bank (.3); Review correspond and confer with Fifth Third Bank (.8); Prepare and teams call with Mr. Hillyer, Ms. Pollack and Ms. Gregor (1.0); Review and coordinate employee communications (.7); Confer with S.Morris (.1) | 5.9 | $445 | $2,625.50 |
| Mark Uhrich | 4-Sep | Correspond & Confer with bank officials, Lourdes Accounting team & HG team (1.2); Prep data & confer with Mr. Mullan re: communications & payroll related matters (1.5); Review & reply as needed to communications re: programs (.4); HG Teams call re: project update (.8); Update Ms. Pollack (.2) | 4.1 | $445 | $1,824.50 |
| Mark Uhrich | 5-Sep | Drive to/from Lourdes University | 4.0 | #### | $890.00 |
| Mark Uhrich | 5-Sep | Walk thru & inspect Nursing classrooms, Science Labs and Rec Center and inspect FFE and supplies | 1.8 | $445 | $801.00 |
| Mark Uhrich | 8-Sep | Correspond & Confer with Fifth Third & Signature banks (.8); research & prep FFE lease (2.0); confer with HG team and Ms. Gregor re: accounting and operational matters (.7); review payroll & related reports & correspond with Ms. Baker, Ms. Blank & Ms. Sullivan re: accounting, payroll & personnel matters (1.2) | 4.7 | $445 | $2,091.50 |

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| Mark Uhrich | 9-Sep | Work with Signature, Fifth Third banks & vendors on acct. set-ups, account closures, wire xfers, (4.0); review payroll & related (.6); correspond & confer with Dr. Beutel & Ms. Baker accounting & operational matters (1.2); attend Teams re: CGA's & related (.5); attend HG Teams mtg re: project update, payroll, severance, insurance & related matters (.5); Confer with J.Hillyer (.3) | 7.1 | $445 | $3,159.50 |
| Mark Uhrich | 10-Sep | Attend Lourdes Team Closure mtg (.9); Correspond & confer with Ms. Keshen, Ms. Baker & Ms. Blank re: accounting, payroll, insurance & banking matters (2.0); Correspond & confer w/ Fifth Third Bank re: account set-up & fund transfers (1.2); Confer & correspond w/ Dr. Beutel re: RRA, banking matters & classroom operations (1.0); Confer with J.Hillyer (.3) | 5.4 | $445 | $2,403.00 |
| Mark Uhrich | 11-Sep | Confer & correspond with Fifth Third re: account training & transfers & signature bank (1.2); Confer & correspond with Ms. Baker & Ms. Blank re: payroll, operations & AP matters (1.6); Confer with Ms. Keshen re: DIP budget & accounting matters(.6);Confer & correspond with Dr. Weisgerber re: Perkins Program & RRA (.8); confer with Ms. Dibling re: Endowments & CGAs & staffing (.5); Confer with J.Hillyer (.2) | 4.9 | $445 | $2,180.50 |
| Mark Uhrich | 14-Sep | Confer with J.Hillyer, Work thru Lincoln Financial, payroll and banking matters (1.2) | 1.2 | $445 | $534.00 |
| Mark Uhrich | 15-Sep | Confer with J.Hillyer, Attend to banking and payroll related matters (1.0) | 1.0 | $445 | $445.00 |
| Mark Uhrich | 21-Sep | Prep & attend weekly AP mtg (.8); Prep & attend Teams mtg with Fifth Third (1.1); Confer Mr. Orlando, review proposals, comms with team re: waste disposal (1.2); review updates on RRA & comms with legal (.6) | 3.7 | $445 | $1,646.50 |
| Mark Uhrich | 22-Sep | Prep & attend multiple Teams calls re: operations, vendors, IT, personnel & accounting matters (1.5); confer & review banking related matters (.3); confer & correspond with Ms. Sullivan, Ms. Sample, Ms. Blank, Mr. Grzeszczak re: HR, RRA, banking & IT matters (1.5); Correspond with **Mr**. counsel re: waste removal (.2) | 3.5 | $445 | $1,557.50 |
| Mark Uhrich | 23-Sep | Prep & attend Teams mtg with Ms.Sample & Dr.Weisgerber re: RRA, FISAP & other operational wind down matters (1.5); Confer & correspond with Mr. Grzeszczak re: IT matters (1.0); Confer & Correspond with Ms. Keshen re: Ops and accounting matters (1.2); Review FFE related correspondence research on-hand FFE inventory (.8); correspond with Ms. Vespa re: RRA (.2) | 4.7 | $445 | $2,091.50 |

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| Mark Uhrich | 24-Sep | Prep & attend call with vendor re: waste removal (.7); Attend Teams call with Fifth Third (1.2); Attend Lourdes Teams Call re: Closure matters (.8); Attend Teams call re: insurance, IT & related matters (.6); Correspond & Conference with Ms. J Sample, Ms. M. Sample, Mr. Mullin, Ms. Keshen, & Dr. Weisberger re: RRA, operations, Franciscan Ctr,, FFE, & personnel matters (2.1) | 5.4 | $445 | $2,403.00 |
| Mark Uhrich | 25-Sep | Prep & confer with Ms. Keshen re: RRA costs and related IT needs (.7); prep & attend Teams Mtg with Ms. Vespia, Mr. Vitullo, & Ms. Keshen re: RRA, personnel (.5); Confer with Ms. Sullivan re: HR matters (.6); Confer with Ms. Grassel & Ms. Ott re: RRA status (.3) | 2.1 | $445 | $934.50 |
| Mark Uhrich | 28-Sep | Prep & attend Teams Mtg with legal counsel, SOSF, HG team, IT/Dynamic Campus & FFE matters (1.0); Correspond with Ms. Zarou & review FFE inventory (.3); Review Fifth Third related transactions & approvals (.3); Identify & contact IT out sourcing firms (.4); | 2.0 | $445 | $890.00 |
| Mark Uhrich | 29-Sep | Prep and attend legal & HG Teams project status mtg & follow-up on matters related to the Franciscan Ctr. (1.2); Confer & correspond with Ms. Keshen re: banking matters, budget & IT related matters (1.0); Confer with FFE appraiser vendor & Mr. Mullen re: appraisal matters (.4); Review correspondence re: IT matters & update related projections & confer with Dr. Weisberger (.7) | 3.3 | $445 | $1,468.50 |
| Mark Uhrich | 30-Sep | Review correspondence and work on IT related matters (1.5); Attend to banking matters (.5); review vendor on-boarding forms (.6) ; Confer with S.Morris (.1) | **2.7** | $445 | $1,201.50 |
| | | **TOTALS:** | **75** | | **$32,485.00** |

**Susan Keshen**
**Lourdes University**

| Staff | Date | Description | Hours | Rate | Total |
|---|---|---|---|---|---|
| Susan Keshen | 2-Sep | Call w/Mr. Uhrich re: engagement with Hillyer Group on Lourdes Project | 0.3 | $445.00 | $133.50 |
| Susan Keshen | 3-Sep | Confer with J.Hillyer and HG team regarding Lourdes University Project | 0.3 | $445.00 | $133.50 |
| Susan Keshen | 4-Sep | Setting up email accounting, gain access to Lourdes Data Room; communications with Mr. Uhrich regarding Signature/Fifth Third Banking tasks(.4); Video and phone meetings with the Confer with team regarding project task lists, bank deposit requirement, DIP budgets and reporting needs(1.8); Review Lourdes 2025 audit report, DIP term sheet and the budget/cashflow file from Ms. Gregor and added columns to track actuals and variances(.2); | 0.4 | $445.00 | $178.00 |
| Susan Keshen | 8-Sep | Confer with Mr. Hillyer regarding priorities for the day; Phone call Confer with Ms. Gregor regarding project task list(.4); Prep meeting for discussion with Cullen team regarding the reporting requirements for DIP(.5); Meeting with Cullen team regarding reporting requirements for DIP(1.0); Update the DIP task matrix for Bonnie to review cadence and due dates(.5); Review the DIP budget and cash flow file, bank balance worksheets, AP reports check run list and payroll reports(2.0); | 4.4 | $445.00 | $1,958.00 |

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| Susan Keshen | 9-Sep | Met with Ms. Gregor and Ms. Carrie Shannon to discuss the DIP budget and project task list(1.5); Call with Ms. Adde Marie Burns regarding cash balances and ledger roll forward (.7); Clean up project task list and upload to shared folder (.3); Discussions with Mr. Vitullo regarding the DIP task matrix cadence and deadlines (.2); Meet with team to review the project task list (.5); Review the DIP variance and cashflow file, bank balance worksheets, AP reports, check run list and payroll reports (3.0) | 6.2 | $445.00 | $2,759.00 |
| Susan Keshen | 10-Sep | Review the DIP variance and cashflow file, bank balance worksheets, AP reports, check run list and payroll reports (4.0); AP strategy meeting with team and confer with M.Uhrich (.5) | 7.1 | $445.00 | $3,159.50 |
| Susan Keshen | 11-Sep | Follow up on various messages regarding backfilling Ms. Roberts, organizing notes, tasks lists, updating file format on google drive and reviewing emails (2.0); Confer with M.Uhrich, updates to the DIP variance and cashflow file - reviewing collections that belong to Franciscan Center, calculations and cumulative variances (1.5); Phone call with team to review the final DIP variance and cashflow report. Sent report to Cullen (2.0) | 5.5 | $445.00 | $2,447.50 |
| Susan Keshen | 13-Sep | Email to team regarding plan for backfilling Ms. Roberts (.2) | 0.2 | $445.00 | $89.00 |

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| Susan Keshen | 14-Sep | Review Ms. Robert's task list detail, discussed with Mr. Hillyer as far as which tasks can be done remotely, which need to be at the office and how we would split the bookkeeping/AP and Payroll duties for a smooth transition (2.5); Reach out to Ms. Blank regarding the vacation she is planning for October and will need someone to cover her duties (.3); Interviewed Robert Half temp (.5); Discussed 9/15 payroll and whether it will include severances or not (.5); Phone call w/Ms. Blank regarding bank balances (.5); Followed up information Cullen requested for the CGA language (.1); HG team update call (.5); Set up a meeting with Mechelle for tomorrow to talk about her helping LU with Paylocity(.1) | 5 | $445.00 | $2,225.00 |

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| Susan Keshen | 15-Sep | Onsite Lourdes office to manage the team, call with Ms. Gregor on separating A/P aging into pre and post petition bills and to discuss financial reporting needs with DIP. Reorganized the AP list so that it can easily be sorted, subtotaled and filtered (0.8); Reviewed severance calculations for 9/15 payroll and removed three employees for further discussion Submitted draw request to SOSF (2.0); Hillyer Team call update (.5); Followed up on Robert Half temp; approved to move forward (.3); Worked on access to 53 portal to no avail, I needed to reach out to Ms. Todd to tell us what has been deposited in the new accounts (.3); Reviewed and followed up on Schedule A/B questions on real estate using NBV from the Fixed Asset Registers for both LU and LP. Followed up on a bill for appraising the athletic center in Spring 2026 (.5); Reviewed and followed up on Schedule A/B questions on real estate using NBV from the Fi Asset Registers for both LU and LP. Followed up on a bill for appraising the athletic center in Spring 2026 (.5); Followed up on various loose eds regarding access to Lourdes systems, 5/3 access MS 365 and Adobe license renewals, Schedule A/B walk through and reporting needs (.6); Reviewed deposits with Carrie and Alyssa for DIP (.9) | 5.9 | $445.00 | $2,625.50 |
| Susan Keshen | 15-Sep | Worked on DIP reporting and discussed how financial statements are generated from Anthology. Reports need to be manually adjusted to roll FY26 year end and the post petition portino of August needs to be manually pulled out of the FY27 financials. Discussed how to this with Mr. Blank (.8) | 0.8 | $445.00 | $356.00 |

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| Susan Keshen | 16-Sep | Confirmed 9/15 payroll severance processed, l met with Andrew and Geri regarding Lourdes reporting on property values, summarized MOR reporting questions for Cullen (1.4); Followed up on various loose ends regarding reimbursing students for transcripts, wire notifications, Dynamic Campus and IT discussions, and further specifics needed to separate out post petition August from the Anthology reports (3.0); Discussed requested formatting change to DIP report from Cullen team (1.0); Call with J.Hillyer and 53 to get administrations set up but the log-ins didn't work. Will reschedule with M.Uhrich; J.Hillyer will do the payroll wires until I'm set up (.5) HG team update (.5) | 6.4 | $445.00 | $2,848.00 |
| Susan Keshen | 17-Sep | Respond to requests for cash balances from Mr. Hillyer (.8); Follow ups with Ms. Blank on A/R, financials and GL cash reconciliations (1.0); Extensive review of MOR reporting with Cullen team and detailed spreadsheet work independently (3.0) | 4.8 | $445.00 | $2,136.00 |
| Susan Keshen | 18-Sep | Prep and phone call with M.Uhrich (.3); Updated inaugural MOR based on feedback from Cullen team (4.0) | 4.3 | $445.00 | $1,913.50 |
| Susan Keshen | 19-Sep | Follow ups on messages regarding Dynamic Campus payments, the need for pdf bank statements, Form 206 schedules (0.8) | 0.8 | $445.00 | $356.00 |
| Susan Keshen | 20-Sep | Responded to requests from Cullen regarding MOR numbers for cash, employee counts and how we can exclude endowments from the balances. Reached out to HG team on the plan for A/P payments and severance payments next week (1.3) | 1.3 | $445.00 | $578.50 |

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| Susan Keshen | 21-Sep | Further requests for bank statements (all restricted accounts for 3 months pre-petition (.2); Meeting with Hillyer team on deliverables (0.8);Sent Mr. Hillyer a recap of the Dynamic Campus negotiations (.5); AP strategy meeting for payments needed this week (1.0); Sent Mr. Hillyer a draft of the payroll/severance draw request and responded to additional changes (.8); Meeting with Ms. Todd and Mr. Uhrich to update our 53 portal access levels (1.0); Reviewed and approved RH timesheet (0.1); Followed up on AP questions including Hyland fee, Christrian Brothers healthcare bills for Aug and Sept Bills, the adjusted fee for communications IT service, post petition utility bills, and fire inspections bills (1.0); Met with Chip to discuss the financial aid audit process and followed up with Cullen on open questions (.8); HG team update (.5); Followed up on loose ends including my access to Lourdes SharePoint folders, a correction to the bank account the DCU fund was transferred to, and confirming exactly which bank accounts are considered "restricted", clarifications on Adobe licenses, questions Ms. Blank had on the RentRedi account, and reviewing phone messages for Lourdes messages (1.3); Responded to questions the Cullen team forwarded from UST regarding the DIP monthly and weekly variances (.5) | 8.5 | $445.00 | $3,782.50 |

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| Susan Keshen | 22-Sep | Follow ups on various messages regarding payroll draw request, confirming 4 of the 14 fire inspection bills are for LU, getting set up with a Lordes email account so I can approve the MS365 renewal for Mr. Hillyer, recapped FC situation and asked for clarification on DIP due dates, and scheduling call with G.Gregor to review the unsecured creditors list, switching the Robert Half billing from Hillyer to Lourdes (1.5); Reviewed this weeks AP strategy with Ms. Roberts and managed several changes to the list of payments to be requested for a draw this week (1.5); Meeting with Hillyer team on secured vs. unsecured creditor (.8); Approved pending positive pay transactions and completed the transfer between LOP and LU operating accounts on 53 portal (.3); Submitted the 9/24 severance draw request to SOSF; (.1); Reviewed in detail the transaction for LP's Toledo Port Authority Account to ensure it was completed prior to petition filing (.3); Analyzed details on payroll to separate cost severance from payroll taxes, etc., to align the DIP reporting with the court filing language (1.5); Reviewed the updated MOR reports from Cullen (1.0); Forwarded zip file containing 3 months of bank statements for each restricted bank account (.1) | 7.1 | $445.00 | $3,159.50 |

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| Susan Keshen | 23-Sep | Confer with M.Uhrich and perform follow ups on various messages regarding the RH ills that need to be switched to Lourdes, the AP draw request, the payroll run for severance, completing the DocuSign for MS365 and other loose ends (2.0); Reached out to Cullen and others to nail down the plan for paying Forvis (.8); Extensive formatting changes to the DIP variance report to include actual draw amounts and adjusted subtotals and variance comments as well as triangulating numbers between MOR reports, DIP reports and the court filing language Cullen team (4.5); Gathered September-to-date bank statements per Cullen request for Signature and 53 accounts to show what has been closed out (.5); Hillyer team update (.5) | 8.3 | $445.00 | $3,693.50 |
| Susan Keshen | 24-Sep | Follow ups the Forvis audit, further adjustments made to the AP draw request, getting set up on Paylocity and connecting with Mr. Thompson, comparing payroll runs to the DIP budgeted payroll, and FC policies and events schedule (1.3); Training on 53 Portal (1.); Reviewing financial GL Cash details from Ms. Blank in order to update the bi-weekly DIP variance reports (2.0); Meeting with Cullen team to review bank statements (1.0); Further format changes to the DIP reports, and adjusting print area for Cullen team (2.1) | 7.4 | $445.00 | $3,293.00 |

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| Susan Keshen | 25-Sep | Prepared the 13 week DIP forecast and submitted to Cullen and Mr. Hillyer to review (2.0); Confer with Mr. Uhrich to review costs needed to manage the student records retention project, and followed up with SOSF on hiring the IT support (1.0); Reviewed duties list with Ms. Roberts as she prepares for her last few days of training Mr. Brenner from RH (1.); Monitor 53 portal and phone calls with 53 Customer Support to confirm when the SOSF wires are received (.8); Prepared the 9/3 payroll and severance draw request to SOSF (.3); Followed up on bank account names specified for 53 to be sure "DIP" is indicated on the statements (.5); Reached out to various parties to gather the information Cullen team is requesting about how LU manages the FC center and events bookings (.8); Met with Mr. Hillyer and Cullen teams to discuss additional costs needed for records retention project (and maintaining changes to the list of DIP budget changes needed for staffing and IT), insurance coverages and to clarify the coverage specific to the FC events enter (1.3); Responded to various questions including one on making sure severance payment policy is fair and consistent between employees leaving and employees simply transferring to SOSF, and RH's request to set up a prepay (.4) | 8.1 | $445.00 | $3,604.50 |

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| Susan Keshen | 28-Sep | Deep dive review of financial procedures to prepare for Ms. Blank being out of the country in October. Folders, Files, Downloads, Reports, etc (1.8); addressed banking issues with SOSF draws for the 9/30 payroll and last week's AP run. Watching the bankfor confirmation on the deposits and then had to transfer between bank accounts (0.5); Once the two AP payment batches were ready, I uploaded them into the 53 portal using the templates we had set up in there (.6); Follow ups on various loose ends (0.8); Following up on the Dynamic Campus discussions (0.8);Managing the finance team as they cross train and onboard new person and also implemented a tighter close calendar that will involve accruing for the hourly payroll (1.3);Conversation with a local IT company to determine if they could step in to support any gaps on infrastructure and cyber security that would have otherwise be taken care of by Dynamic (0.8); | 6.6 | $445.00 | $2,937.00 |
| | 29-Sep | Managing the finance team as they cross train and onboard new person and also implemented a tighter close calendar that will involve accruing for the hourly payroll (1.9); Confer & correspond with M.Uhrich re: banking matters, budget & IT related matters (1.0); prep work for budget worksheet (0.4); Following up on FC calendar/questions as far as how the events are contracted and scheduled, Dynamic contracts and rates, (1.2); combined the lists of outstanding checks and deposits across thebank accounts to preopare for the unclaimed funds discussion scheuled for next week (0.5) | 5 | $445.00 | **$2,225.00** |
| | 30-Sep | Misc follow ups regarding AP ACH for Dynmaic Campus and setting Mike G up on the onboarding forms, responded to more messages on how the RH payments should be set up (0.5) | 0.5 | $445.00 | **$222.50** |
| | | **TOTALS:** | **105.2** | | **$46,814.00** |

**Geri Gregor**
**Lourdes University**

| Staff | Date | Description | Hours | Rate | Total |
|---|---|---|---|---|---|
| Geri Gregor | 1-Sep | Confer with Hillyer Group on the updating the DIP Budget(.2): Updated the DIP Financing budget and addressed Cullen's comments and made additional changes(6.3): Managing internal accounting staff on questions about paying vendors and consolidating bank accounts for DIP purposes(2): Dealing with issue that Signature Bank wont speak with staff on payments not being processed for 403b(.5) | 9 | $300.00 | $2,700.00 |
| Carrie Shannon | 1-Sep | Meeting with G.Gregor, Alyssa and Anne Marie on Sig Bank and 5/3 Bank(1); Correspondence regarding Paylocity/Signature Bank, Nursing Loan, Bank Accounts(.5): Troubleshooting reconnection to Lourdes University Anthology(.5) | 2 | $260.00 | $520.00 |
| Geri Gregor | 2-Sep | Confer with Hillyer Group on G5 payments (.4) : Correspondence with internal accounting department and Signature relating to approving payments (.6): Provided updated DIP Budget to Cullen (1) | 2 | $300.00 | $600.00 |
| Carrie Shannon | 3-Sep | Email correspondence regarding bank accounts and task lists (1) | 1 | $260.00 | $260.00 |
| Michelle Sullivan | 3-Sep | Lourdes University regroup with the Gregor team regarding Company Pres and discussion with internal accounting team on adjustments (2) | 2 | $300.00 | $600.00 |
| Geri Gregor | 4-Sep | Meeting with Gregor team on roles and responsbilities going forward(.6): Meeting with Hillyer Group on discussion of roles and responsibilities of Hillyer Group and my team(.7): Discussion with internal accounting staff and Hillyer Group on sweep to determine if we can use current bank accts as DIP accounts(1.4) : Other correspondence on vendor invoices(.5): Review of document regarding undeliverable addresses send by Cullen(.5): Review of DIP accounts now in place(2) | 6 | $300.00 | $1,800.00 |
| Carrie Shannon | 4-Sep | Meeting with G.Gregor and M.Sullivan to go over assignment of tasks (1.5) | 1.5 | $260.00 | $390.00 |
| Michelle Sullivan | 4-Sep | Lourdes University regroup with the Gregor team regarding Company Pres and discussion with internal accounting team on adjustments (2) | 2 | $300.00 | $600.00 |

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| Geri Gregor | 8-Sep | Meeting with Hillyer Group to address reporting requirements for Courts(.3): Meeting with Hillyer Group and Cullen to address reporting requirements and timing of such(.5): Meeting with S.Keshen to discuss variance report(1.2) | 2 | $300.00 | $600.00 |
| Carrie Shannon | 8-Sep | Review and update open task list(.5). Discuss status of collections with Alyssa and Laura(.5). Discuss retail store remaining items with Alyssa(.5); Weekly meeting with Alyssa and Anne Marie. Discuss Alyssa tasks and who could take over(1); Call with G.Gregor to discuss task list.(.5) | 3 | $260.00 | $780.00 |
| Michelle Sullivan | 8-Sep | Lourdes regroup with the Gregor team regarding Company Pres and discussion with internal accounting team on adjustments (1.5) | 1.5 | $300.00 | $450.00 |
| Geri Gregor | 9-Sep | Meeting with S.Keshen of Hillyer Group to discuss tasks and responsibilities(1.5); Confer with Hillyer Group regarding pymt of severance and how to handle and the balances transferred into DIP accounts and funding of 403B plan(1) | 2.5 | $300.00 | $750.00 |
| Geri Gregor | 10-Sep | Confer on the transfer of IT access to S.Keshen from C.Shannon(.6): Review of cash balances with Hillyer Group and internal accounting team(.4) | 1 | $300.00 | $300.00 |
| Carrie Shannon | 10-Sep | Meet with S.Keshen and G.Gregor to discuss cash forecasting and budget variance and wind down project plan tasks.(2.5) | 2.5 | $260.00 | $650.00 |
| Carrie Shannon | 10-Sep | Meeting with Anne Marie and S.Keshen to go over COH and reconcile DIP budget cash(2); Send email to M.Uhrich & Chip with plan for Perkins loan assignment and spreadsheet of outstanding balances.(.5) | 2.5 | $260.00 | $650.00 |
| Geri Gregor | 11-Sep | Correspondence and discussion with C.Shannon and Hillyer Group regarding the variance and cashflow fcst report (1.5) | 1.5 | $300.00 | $450.00 |
| Carrie Shannon | 11-Sep | Review cash variance report questions and send to S.Keshen(1). Meeting with G.Gregor and Hillyer Group team on cash variance to budget(1.5). Meeting with S.Keshen and Alyssa on deposit transactions.(.5) | 3 | $260.00 | $780.00 |
| Geri Gregor | 15-Sep | Review of AP to determine pre and post petition vendor amounts and meeting with S.Keshen to discuss (1.5) | 1.5 | $300.00 | $450.00 |
| Carrie Shannon | 15-Sep | Weekly meeting with Anne Marie and Alyssa.(.5) | 0.5 | $260.00 | $130.00 |
| Geri Gregor | 16-Sep | Meeting with Hillyer Group to discuss bankruptcy reporting(.5): Meeting with internal staff on Perkins loans and other open items (1) | 1.5 | $300.00 | $450.00 |
| Carrie Shannon | 17-Sep | Discussion with Anne Marie, S.Keshen and Alyssa over Perkins and cash accounts. | 0.5 | $260.00 | $130.00 |

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| Geri Gregor | 21-Sep | Confer with Forvis regarding audit and their internal process(.5): Addressed other vendor questions - Hylant (.5) | 1 | $300.00 | $300.00 |
| Carrie Shannon | 21-Sep | Confer regarding Perkins loan and set up S.Keshen with relevant Teams folders.(1) | 1 | $260.00 | $260.00 |
| Geri Gregor | 22-Sep | Confer regarding DOE Closeout Process(.9): Correspondence regarding notice of default on bonds and other vendors with Hillyer Group and Cullen(.6) | 1.5 | $300.00 | $450.00 |
| Carrie Shannon | 22-Sep | Compile Perkins loan information(1). Complete loan forms(.5). Complete institutional cert form(.2). Discussion with Anne Marie over compiling data(.5). Tie out amounts to ECSI documents provided by Anne Marie(1). | 3.2 | $260.00 | $832.00 |
| Geri Gregor | 23-Sep | Confer with Hillyer Group regarding vendor invoices, perkins loans and their involvement with YE audit(1) | 1 | $300.00 | $300.00 |
| Carrie Shannon | 23-Sep | Meet with Anne Marie to go over Perkins loan documents to assign(1). Complete Manifest.(.5). Complete PLAS access form and explain to Anne Marie (1) | 2.5 | $260.00 | $650.00 |
| Carrie Shannon | 24-Sep | Correspondence regarding Forvis contacts and Perkins loan assignment submission. (.5) | 0.5 | $260.00 | $130.00 |
| Geri Gregor | 25-Sep | Confer with Forvis regarding status of financial aid audit(1.8): Correspondence with Hillyer Group on Wickford rent payments and on DIP accounts designations(.2) | 2 | $300.00 | $600.00 |
| Carrie Shannon | 25-Sep | Correspondence regarding Perkins loan assignment submission (1) | 1 | $260.00 | $260.00 |
| Carrie Shannon | 30-Sep | Correspondence regarding Forvis contacts and Perkins loan assignment submission.(1) | 1 | $260.00 | $260.00 |
| | | **TOTALS:** | **63.7** | | **$18,082.00** |

**Andrew Vitullo**
**Lourdes University**

| Staff | Date | Description | Hours | Rate | Total |
|---|---|---|---|---|---|
| Andrew Vitullo | 1-Sep | Review and analysis of DIP budget and payroll (.8); coordination of DIP bank-account setup and cash-management requirements (.7); preparation and coordination of W-9s (.3); related communications with bank, client, and professionals (.4); review of Dynamic Campus wind-down narrative and budget implications (.6). | 2.8 | $425 | $1,190.00 |
| Andrew Vitullo | 2-Sep | Review of Lourdes communications concerning DIP accounts, bankruptcy documentation, utility deposits, and budget/payroll matters (.4); review of prior SVN sale efforts and outreach regarding engagement agreements, responsible brokers, and assigned properties (.4); review of Dynamic Campus wind-down items and follow-up regarding cost proposal, timing, and onsite staffing (.3); internal call with CRO regarding status and priorities (.3). Project Management (.8) | 2.2 | $425 | $935.00 |
| Andrew Vitullo | 3-Sep | Dynamic Campus budget and staffing follow-up (.3); review and transmission of SVN listing agreements and coordination regarding broker terms/contacts (.6); Hylant insurance coverage follow-up related to University of Toledo agreement (.2); update and circulation of Lourdes project task tracker (.2). | 1.3 | $425 | $552.50 |
| Andrew Vitullo | 4-Sep | Internal Call onboarding S.Keshan (.5). Call G.Gregor/Finance/tasks (.5). Operating Report Email (.1) Reporting Matrix / S.Keshan (.4) | 1.5 | $425 | $637.50 |
| Andrew Vitullo | 6-Sep | Review Chapter 11 Reporting Guidelines (.2) | 0.2 | $425 | $85.00 |
| Andrew Vitullo | 7-Sep | Emails (.4). Conflict Lists (.4) Task List Review (.4) | 1.2 | $425 | $510.00 |
| Andrew Vitullo | 8-Sep | Dynamics Campus follow up (.1). Meeting prep task list work though (.5). Counsel meeting discussing reporting obligations (.5). SOFA Forms review and assignment (.4). Dynamic Campus JH overview email (.4) | 1.9 | $425 | $807.50 |
| Andrew Vitullo | 9-Sep | Confer with S.Keshen on Variance Reporting (.2). Internal Call Budget/ Treasury/ Reporting (.5). Form 206 strategy (.4). | 1.1 | $425 | $467.50 |
| Andrew Vitullo | 10-Sep | Dina/counsel outreach regarding UT record-retention insurance requirements (.1); Hylant follow-up regarding reissuance of the insurance premium check (.1); reviewed real-property workstreams and drafted counsel email regarding SVN engagements, commissions, valuations, and next steps (.5). Form 206 Review and Research UST Filing (.4). Lourdes/ Sisters contact outreach for insurance (.4) | 1.5 | $425 | $637.50 |

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| Andrew Vitullo | 11-Sep | Reviewed variance analysis and 13-week budget and provided feedback (.7); followed up with Dynamic Campus regarding outstanding cost and service details (.2); updated project task lists and status items (.2). | 1.1 | $425 | $467.50 |
| Andrew Vitullo | 13-Sep | Priority Task List (.3) | 0.3 | $425 | $127.50 |
| Andrew Vitullo | 14-Sep | Real Estate Property Research for Form 206 (1.7). Hylant follow up (.1) . Counsel follow up on Variance Reporting (.1). Outreach to SOSF on Real Property and Insurance (.2) | 2.1 | $425 | $892.50 |
| Andrew Vitullo | 15-Sep | Reviewed and coordinated Form 206 real-property schedules, parcel data, appraisals, and broker next steps (.8); addressed insurance coverage and premium-payment issues with Hylant and SOSF (.4); followed up on Dynamic Campus wind-down, Microsoft licensing, and critical IT-service continuity matters (.4); reviewed MOR/reporting and other engagement issues (.3). | 1.9 | $425 | $807.50 |
| Andrew Vitullo | 16-Sep | MOR 206 Meeting with S.Keshen and G.Gregor (.5). Email follow up reporting and UT services (.3). SVN Call Real Property Broker (.6) MOR 206 Follow Up call (.5). PM Task list (.4). Dynamic campus counsel communication (.4). | 2.7 | $425 | $1,147.50 |
| Andrew Vitullo | 17-Sep | Form 206, MOR, Financials, and ERP Working Sessions (2.1) | 2.1 | $425 | $892.50 |
| Andrew Vitullo | 18-Sep | Call with SVN (.4). Call with S.Keshen to discuss 206 Financials (.3). Emails related to dynamic campus IT and insurance (.4). Termination of prepetition SVN engagement and proposal for re-engagement (.4) | 1.5 | $425 | $637.50 |
| Andrew Vitullo | 20-Sep | Dynamic Campus SOSF proposal (.7). Marshall Melhorne Outreach Title Commitments (.4). This weeks Urgent Tasks and outreach (.5). Board Deck Agenda outline and draft. (.8). | 2.4 | $425 | $1,020.00 |
| Andrew Vitullo | 21-Sep | Weekly Hillyer Call AM (.8). Review Form 206 Schedule G Complete (2.8). Hylant commission LU / SOSF( .3). | 3.9 | $425 | $1,657.50 |
| Andrew Vitullo | 22-Sep | Conferred with S.Keshen and G.Gregor, CPA, regarding Form 206 filing requirements (0.8 ); met with the COO of the Sisters of St. Francis regarding Dynamic Campus (0.5 ); conferred with Cullen counsel (0.3); and reviewed insurance, Dynamic Campus, and real estate contracts and related correspondence (1.0 ). | 2.6 | $425 | $1,105.00 |
| Andrew Vitullo | 23-Sep | Prep/HG team call regarding ongoing deliverables (0.5); addressed questions and emails from Cullen counsel (0.5); audited Form F and supporting documentation and sent follow-up email (0.9); drafted IT resource job description (0.5); coordinated Friday's record retention meeting (0.2). | 2.6 | $425 | $1,105.00 |

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| Andrew Vitullo | 24-Sep | Reviewed fixed asset and FF&E inventory and developed a preliminary valuation (0.5 hr.); met with the Hillyer team regarding Dynamic Campus strategy, record retention, and real property sales (1.0 hr.); reviewed real property sale strategy and appraisals (0.5 hr.); and met with the Sisters of St. Francis COO regarding insurance and Dynamic Campus (0.5 hr.). | 2.5 | $425 | $1,062.50 |
| Andrew Vitullo | 25-Sep | Meeting with Cullen to discuss record retention, staffing, and filings (call/prep). (1.1) | 1.1 | $425 | $467.50 |
| Andrew Vitullo | 26-Sep | Contract 206G disruption against HG Diligence/ Cullen Diligence (.4). Call with CRO to discuss action items (.3). Email follow up on website (.1). UST Bankruptcy Form F draft (3.2) | 4 | $425 | $1,700.00 |
| Andrew Vitullo | 28-Sep | Call with Cullen to discuss DC roll off outreach to Cullen to request call. (.8). Cullen feedback on Form F. (.2). Outreach to IT/Anthro support consultancies (.4). Form F restatement and consolidation (1.1). Hillyer internal update call with G.Gregor CPA. (.3). | 2.8 | $425 | $1,190.00 |
| Andrew Vitullo | 29-Sep | Cullent / HG touchpoint call (1.0). Follow up emails with Fezzeli, SVN, IT Reqs, Lourdes Website emails (0.4). Confer with S.Keshen on IT Vendor (0.2). Sales process (Non Broker) time estimate (0.3) | 1.9 | $425 | $807.50 |
| Andrew Vitullo | 30-Sep | HG team meeting. (.5). Cyber Renewal Hylant (0.1). Sales process overview for counsel (.3). SVN contract Review engagement letters and send to counsel (1.0). Coordinate Hylant CBS premium payment with finance (.3) | 2.2 | $425 | $935.00 |
| | | **TOTALS:** | **51.4** | | **$21,845.00** |

**Stephen Morris**
**Lourdes University**

| Staff | Date | Description | Hours | Rate | Total |
|---|---|---|---|---|---|
| Stephen Morris | 2-Sep | Confer with M. Uhrich (.2); compile new severance agreements; distribute to M. Uhrich (2.4) | 2.6 | $350 | $910.00 |
| Stephen Morris | 3-Sep | Confer with M. Uhrich (.1), compile new severance agreements; distribute to M. Uhrich; confer with HG team, set up access to shared drive (2.6) | 2.7 | $350 | $945.00 |
| Stephen Morris | 4-Sep | Review revised severance agreements, forward to M. Uhrich | 0.5 | $350 | $175.00 |
| Stephen Morris | 6-Sep | Review and revise Lourdes fee application for August 2026, forward to J. Hillyer | 1.2 | $350 | $420.00 |
| Stephen Morris | 8-Sep | Review Lourdes creditor list | 0.1 | $350 | $35.00 |
| Stephen Morris | 30-Sep | Correspond with M. Uhrich re: call 10/6 | 0.1 | $350 | $35.00 |
| | | **TOTALS:** | **7.2** | | **$2,520.00** |

**Christine Nelson**
**Lourdes University**

| Staff | Date | Description | Hours | Rate | Total |
|---|---|---|---|---|---|
| Christine Nelson | 3-Sep | Update August invoice, email to J.Hillyer(1.4); work on Fifth Third paperwork(1.2); scan all and email all(.4) | 3 | $300 | $900.00 |
| Christine Nelson | 4-Sep | Add to invoice, email to J.Hillyer(.7) | 0.7 | $300 | $210.00 |
| Christine Nelson | 14-Sep | Prepare invoice and PDF fees to J.Hillyer(.3) | 0.3 | $300 | $90.00 |
| Christine Nelson | 15-Sep | Emails with S.Keshen and John re: adding part time person to help S.Keshen at Lourdes; print form needing signed (.3) | 0.3 | $300 | $90.00 |
| Christine Nelson | 15-Sep | Meet with J.Hillyer to sign document, scan and send to Lourdes (.3) | 0.3 | $300 | $90.00 |
| Christine Nelson | 17-Sep | Call with S.Keshen re: Robert Half, complete Client Profile, scan and email back to her (.3) | 0.3 | $300 | $90.00 |
| Christine Nelson | 22-Sep | Get J.Hillyer Driver's License information, scan and send to Alyssa at Lourdes to complete bank paperwork (.3) | 0.3 | $300 | $90.00 |
| Christine Nelson | 29-Sep | Email Robert Half invoice to S.Keshen (.2) | 0.2 | $300 | $60.00 |
| | | **TOTAL:** | **5.4** | | **$1,620.00** |

**John T. Hillyer**
**Lourdes University**

**Expenses**

| | Date | Description | Amount |
|---|---|---|---|
| Mark Uhrich | 5-Sep | Mileage - 240 miles x $.76 | $182.40 |
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| | | **Total Expenses** | **$182.40** |