

Old Dominion University
Independent Personal Services Certification Form (IPSC) - PLEASE PRINT
Rev. 01/18/2019

PREPAYMENT: Yes No Check pick up only for prepayments prior to events or services.

Date check is needed: _____ Mail or Pick up ODU e-mail (required) for pick up: _____

*DO NOT use this form for a Corporation or Partnership. An invoice from the company must be submitted.

Can you use this form to pay an individual for services provided to ODU?

- | | | |
|---|------------------------------|-----------------------------|
| Is the individual a credit student at Old Dominion University? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is this individual a former credit student who graduated or withdrew during the past 6 months? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the Commonwealth of Virginia currently employ this individual in any capacity? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did the Commonwealth of Virginia formerly employ this individual in any capacity in the current or prior calendar year? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

You may NOT use this form if you answered **YES** to any of the questions shown above.

The individual **MUST** be paid through the Payroll process.

Type of Work:

1. Service category included on Industry Practice (IP) Checklist Check Here: ___ and send the IP Checklist with appropriate service category checked, IPSC form, and purchase order to Accounts Payable
- 2.