

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

PREPAYMENT: Yes ' 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	' No
Is this individual a former credit student who graduated or withdrew during the past 6 months?	Yes	' No
Does the Commonwealth of Virginia currently employ this individual in any capacity?	' Yes	' No
Did the Commonwealth of Virginia formerly employ this individual in any capacity in the Current or prior calendar year?	' Yes	' No

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.