

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.