

**UNIVERSITY SYSTEM EMPLOYEES
EMPLOYEE CERTIFICATION FORM**

1. REQUESTING INSTITUTION _____ PROVIDING INSTITUTION _____

2. REQUESTING INSTITUTION'S NEED for and description of services to be performed (attach additional sheets if necessary).

3. REQUESTING INSTITUTION'S JUSTIFICATION for obtaining part-time services from another University System employee in lieu of obtaining such services from a person not presently employed by the University System (attach additional sheets if necessary).

4. EMPLOYEE'S CERTIFICATION: Employee to perform services as (mark one):
NAME _____ Chaplain Fireman Dentist
_____ Registered Nurse Licensed Practical Nurses
_____ Licensed Physician Psychologist

SOCIAL SECURITY # _____ Certified Oral or Manual Interpreter for Deaf Persons

EMPLOYED BY _____ Teacher or Instructor of an evening or night course or program
_____ Professional holding a doctoral or masters degree from an
an accredited college or university

EMPLOYEE'S SIGNATURE _____ DATE _____

5. METHOD OF PAYMENT: Subject to performance of services and approval of an invoice, payment will be made via the institution's normal processing channels for consultant services.

_____	Account Number	_____
_____	Fee for service	_____
_____	Estimated Reimbursable expense	_____
_____	Total estimated cost	_____
_____	Projected Dates of Service	_____

6. PROVIDING INSTITUTIONS CERTIFICATION OF AVAILABILITY OF EMPLOYEE:

I certify that the above person is available to perform the described services and that the performance of these services will not detract from nor have a detrimental effect on the performance of the person's employment at our institution.

Employee's Dean/Department Head _____
Date _____

7. APPROVED BY: _____
President, Providing Institution Date

President, Requesting Institution Date

NOTE: The President of each institutions must sign this form. Department should forward completed form to the ASU Payroll Office, Fanning Hall, 2nd Floor. Payroll will distribute copies to the Office of Human Resources and the Business Office.