

PS Form 8232, *Payment For Personal Services Contracts*

Use this form to certify and authorize payment for services received under personal services contracts; it is not to be used to pay contract cleaners. This form must be certified by the contracting officer or contracting officer's representative who is responsible for managing the work of the individual with whom the USPS has the personal services contract; the contractor must be performing a postal function, on postal premises, using postal equipment, and under the supervision of a postal official. To ensure timely payment to these individuals, mail the completed and certified form, invoice and any related supporting documentation, by COB Friday of week 2 of each pay period to the:

**USPS SCANNING & IMAGING CENTER
UNITED STATES POSTAL SERVICE
PO BOX 9008
SIOUX FALLS SD 57117-9008**

Procedures for Authorizing Payment to Personal Services Contractors:

Personal Services Contractor invoices must be processed immediately upon receipt to ensure timely payment. The postal official (contracting officer or contracting officer's representative) who is responsible for certifying these invoices for payment must adhere to the following procedures:

- A. Ensure that the charges were not previously billed.
- B. Ensure that the invoice is original. **DO NOT APPLY THE CERTIFICATION STAMP TO THE INVOICE.**
- C. Verify the invoice for accuracy. If travel expenses are claimed, ensure that supporting documentation is provided.
- D. Complete and certify PS Form 8232, *Payment for Personal Services Contracts*.
- E. Mail the completed and certified form, invoice, and related supporting documentation to the USPS SCANNING AND IMAGING CENTER at the above address. Retain a copy of the form and supporting documentation locally for 90 days after submission to the imaging center.

Instructions:

NOTE: INCOMPLETE FORMS CANNOT BE PROCESSED AND WILL BE RETURNED TO THE SUBMITTING OFFICE FOR COMPLETION.

1. **Contractor Payee SSN:** Enter the payee's Social Security Number.
2. **Contractor Payee Name:** Enter the name of the payee.
3. **Remit to Address:** Enter the address where payment is to be sent.
4. **Contractor Payee Pay Period Beginning Date:** Enter the beginning date of the postal pay period for which the contractor is to be paid.
5. **Contractor Payee Pay Period Ending Date:** Enter the ending date of the postal pay period for which the contractor is to be paid.
6. **Contractor Payee Hours:** Enter the number of hours for which the contractor should be paid.
7. **Contractor Payee Travel:** Enter the dollar amount of the contractor's travel reimbursement. (Hours and travel for the same period **MUST** be entered on the same PS Form 8232 to ensure proper payment.)
8. **Finance Number:** Enter the finance number from the personal services contract.
9. **Certifying Office Contact Information:** Enter the name/location of the submitting office, and the name, telephone number, and fax number of the certifying official or a knowledgeable postal contact.
10. **Certification of Invoice:** The certifying official must sign and date the certification statement, print his/her title and the ZIP+4 Code for the submitting office. The person signing this form is certifying that the services for which payment is being authorized have been received, and that the invoice and supporting documentation are correct and proper for payment.