Forms

Note: Depending on your browser, you may need to save the form before you'll be able to fill it in.

Purchasing	
Drug Request Form This form must accompany any requisition for drugs, whether for use in animals or human subjects.	drhttps://pavir.org/public/docs/...ug-request-order-formupdated.pdf
Foreign Vendor This form is used to justify a foreign vendor purchase and acknowledge the associated fees.	https://pavir.org/public/docs/...
MTA Request Form This form captures the information required to have a Material Transfer Agreement signed by VAPAHCS.	https://pavir.org/public/docs/MTARequestForm6.24.22.pdf
Purchase Requisition - Fillable Preferred method to initiate a purchase for those researchers not utilizing PAVIR's online procurement software, ReQlogic. This is the form to fill out for any items you would like PAVIR to order for you, or for vendors requiring a purchase order before performing a service.	fillablerequisition.pdf
Purchase Requisition - To Print and Write on This version of the form is only for those who do not wish to use the electronic, auto-calculating, version above.	reqtoprintandwriteon1.pdf
Request for Electronic and Communication Devices & Services Must accompany a Purchase Requisition for any data storing devices.	Electronic Device form20
Sole Source Justification Form This form is used to explain the circumstances when a large purchase is requested utilizing a sole source vendor.	https://pavir.org/public/docs/solesourcejustificationform.pdf

Accounting	
Travel Reimbursement To be submitted with all required receipts and documentation for local and out of town travel.	https://pavir.org/public/docs/...
Non-Exempt Travel Approval Required for all Non-Exempt PAVIR employees who travel for business.	non-exempt-travel-approval-form-fillable-version.pdf
Business Meeting Expense This form is to be used to request reimbursement for business meetings. The form includes space for listing attendees and topics to justify business meeting expenses.	businessmeetingexpense.pdf
Check Request In rare cases where advance placement of a requisition is not possible, check request forms may be used to request reimbursements of money spent.	checkrequestform.pdf
Justification for Late Submission This form must accompany travel and/or miscellaneous expense reimbursement requests submitted more than sixty days after completing travel or incurring expense.	justification-for-late-submissionfillable.pdf
Payment for Services This form is used to initiate payments to Independent Contractors or Speakers.	payment-for-services.pdf
Request for Prior Approval of Travel While not required, it is in a traveler's best interest to use this form to gain approval of travel expenditures before the trip. Note that this form functions better in pdf software than in Edge!	Fillable.Request.prior.approval.travel.pdf
Subject Payment Request Used for requesting payments to research subjects.	https://pavir.org/public/docs/...
W-9 This IRS form certifies the SSN or TIN of a potential PAVIR payee.	IRS Form W9.Oct.2018.pdf

Contracts & Grants	
Indirect Cost Rate Waiver Request For approval to submit an application to a sponsoring agency providing less than PAVIR's standard rate.	indirectcostratewaiverrequestform.pdf
Cost Transfer Justification Use this form to explain why expenses need to move from one PAVIR Account to another.	pavir-cost-transfer-formfillable.pdf
Education Activity Request This form documents approval or disapproval of an educational activity to be administered by PAVIR.	edu-request-form.pdf
Principal Investigator Certifications and Assurances This form is to be completed by the P.I. when submitting a proposal unless the submission is for an already active project from the same sponsor.	pi-certificationsandassurances.docx
Bid and Proposal Request	Bid and Proposal Request.10.3.19.pdf
VAPAHCS Principal Investigator Eligibility Request	https://pavir.org/public/docs/...

Human Resources/Payroll	
Conflict of Interest Questionnaire & Affirmation This form is to be completed upon hiring and whenever a potential COI arises	COI-Questionnaire-and-Affirmation.pdf
Telecommuting / Remote Work Agreement Please see the Telecommuting Policy for more information	Telecommuting.Agmt.pdf
Mobile Phone / Internet Allowance Request	allowancerequestfillable.pdf
Bonus / Special Contribution Award Request	https://pavir.org/public/docs/...

Human Resources/Payroll	
Violent Incident Report Form	https://pavir.org/public/docs/...