

## Forms

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

| <b>Purchasing</b>   |   |
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| <b>Drug Request Form</b><br>This form must accompany any requisition for drugs, whether for use in animals or human subjects.   | <a href="https://pavir.org/public/docs/...ug-request-order-formupdated.pdf">https://pavir.org/public/docs/...ug-request-order-formupdated.pdf</a> |
| <b>Foreign Vendor</b><br>This form is used to justify a foreign vendor purchase and acknowledge the associated fees.  | <a href="https://pavir.org/public/docs/...">https://pavir.org/public/docs/...</a>   |
| <b>MTA Request Form</b><br>This form captures the information required to have a Material Transfer Agreement signed by VAPAHCS.   | <a href="https://pavir.org/public/docs/MTARequestForm6.24.22.pdf">https://pavir.org/public/docs/MTARequestForm6.24.22.pdf</a>                     |
| <b>Purchase Requisition - Fillable</b><br>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. | <a href="#">fillablerequisition.pdf</a>   |
| <b>Purchase Requisition - To Print and Write on</b><br>This version of the form is only for those who do not wish to use the electronic, auto-calculating, version above.   | <a href="#">reqtoprintandwriteon1.pdf</a>   |
| <b>Request for Electronic and Communication Devices &amp; Services</b><br>Must accompany a Purchase Requisition for any data storing devices.   | <a href="#">Electronic Device form20</a>  |
| <b>Sole Source Justification Form</b><br>This form is used to explain the circumstances when a large purchase is requested utilizing a sole source vendor.  | <a href="https://pavir.org/public/docs/solesourcejustificationform.pdf">https://pavir.org/public/docs/solesourcejustificationform.pdf</a>         |
| <b>Accounting</b>   |   |
| <b>Travel Reimbursement</b><br>To be submitted with all required receipts and documentation for local and out of town travel.   | <a href="https://pavir.org/public/docs/...">https://pavir.org/public/docs/...</a>   |
| <b>Non-Exempt Travel Approval</b><br>Required for all Non-Exempt PAVIR employees who travel for business.   | <a href="#">non-exempt-travel-approval-form-fillable-version.pdf</a>  |
| <b>Business Meeting Expense</b><br>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.   | <a href="#">businessmeetingexpense.pdf</a>  |
| <b>Check Request</b><br>In rare cases where advance placement of a requisition is not possible, check request forms may be used to request reimbursements of money spent.   | <a href="#">checkrequestform.pdf</a>  |
| <b>Justification for Late Submission</b><br>This form must accompany travel and/or miscellaneous expense reimbursement requests submitted more than sixty days after completing travel or incurring expense.  | <a href="#">justification-for-late-submissionfillable.pdf</a>   |
| <b>Payment for Services</b><br>This form is used to initiate payments to Independent Contractors or Speakers.   | <a href="#">payment-for-services.pdf</a>  |
| <b>Request for Prior Approval of Travel</b><br>While not required, it is in a traveler's best interest to use this form to gain approval of travel expenditures before the trip.<br>Note that this form functions better in pdf software than in Edge!  | <a href="#">Fillable.Request.prior.approval.travel.pdf</a>  |
| <b>Subject Payment Request</b><br>Used for requesting payments to research subjects.  | <a href="https://pavir.org/public/docs/...">https://pavir.org/public/docs/...</a>   |
| <b>W-9</b><br>This IRS form certifies the SSN or TIN of a potential PAVIR payee.  | <a href="#">IRS Form W9.Oct.2018.pdf</a>  |
| <b>Contracts &amp; Grants</b>   |   |
| <b>Indirect Cost Rate Waiver Request</b><br>For approval to submit an application to a sponsoring agency providing less than PAVIR's standard rate.   | <a href="#">indirectcostratewaiverrequestform.pdf</a>   |
| <b>Cost Transfer Justification</b><br>Use this form to explain why expenses need to move from one PAVIR Account to another.   | <a href="#">pavir-cost-transfer-formfillable.pdf</a>  |
| <b>Education Activity Request</b><br>This form documents approval or disapproval of an educational activity to be administered by PAVIR.  | <a href="#">edu-request-form.pdf</a>  |
| <b>Principal Investigator Certifications and Assurances</b><br>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.  | <a href="#">pi-certificationsandassurances.docx</a>   |
| <b>Bid and Proposal Request</b>   | <a href="#">Bid and Proposal Request.10.3.19.pdf</a>  |
| <b>VAPAHCS Principal Investigator Eligibility Request</b>   | <a href="https://pavir.org/public/docs/...">https://pavir.org/public/docs/...</a>   |
| <b>Human Resources/Payroll</b>  |   |
| <b>Conflict of Interest Questionnaire &amp; Affirmation</b><br>This form is to be completed upon hiring and whenever a potential COI arises   | <a href="#">COI-Questionnaire-and-Affirmation.pdf</a>   |
| <b>Telecommuting / Remote Work Agreement</b><br>Please see the <a href="#">Telecommuting Policy</a> for more information  | <a href="#">Telecommuting.Agmt.pdf</a>  |
| <b>Mobile Phone / Internet Allowance Request</b>  | <a href="#">allowancerequestfillable.pdf</a>  |
| <b>Bonus / Special Contribution Award Request</b>   | <a href="https://pavir.org/public/docs/...">https://pavir.org/public/docs/...</a>   |

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| <b>Human Resources/Payroll</b>      |   |
| <b>Violent Incident Report Form</b> | <a href="https://pavir.org/public/docs/...">https://pavir.org/public/docs/...</a> |