

## Accounting & Finance

Welcome to the Accounting & Finance section of our website. Please see below for contact information for staff and for some key documents.

### Contacts

Accounting & Finance	
<b>Patrick Richards</b> Director of Finance & Administration	650-239-2809
<b>Jenny Dao</b> Controller	650 239-2822
<b>Caitlin Leung</b> Senior Accountant	650 239-2823
<b>Paul Martinez</b> Accounts Payable Specialist	650 239-2825
<b>Tu Ngo</b> Staff Accountant	650 239-2820
<b>Julia Yu</b> Staff Accountant	650 239-2827

Purchasing	
<b>Marisela Diaz</b> Purchasing Supervisor/Operations Specialist	650 239-2817
<b>Anna Sasamoto</b> Purchasing Coordinator II	650 514-6113

Payroll	
<b>Gerardo Robledo</b> Payroll Manager	650 239-2821

If you are unsure of who to contact use these group addresses below

General Contacts	
Grants & Contracts	<a href="mailto:grants@pavir.org">grants@pavir.org</a>
Pre-Award	<a href="mailto:preaward@pavir.org">preaward@pavir.org</a>
Post-Award	<a href="mailto:postaward@pavir.org">postaward@pavir.org</a>
Human Resources	<a href="mailto:hr@pavir.org">hr@pavir.org</a>
Accounts Payable (non-payroll checks)	<a href="mailto:payables@pavir.org">payables@pavir.org</a>
Accounts Receivable	<a href="mailto:receivables@pavir.org">receivables@pavir.org</a>
Purchase Orders/Packing Receipts	<a href="mailto:purchasing@pavir.org">purchasing@pavir.org</a>
Accounting (General)	<a href="mailto:accounting@pavir.org">accounting@pavir.org</a>
Payroll & Timecards	<a href="mailto:payroll@pavir.org">payroll@pavir.org</a>

Documents	
IRS 501(c)(3) Letter & Name Change	<a href="#">irsletteirs501c3wnamechange.pdf.pdf</a>
VHA Handbook 1200.17	<a href="#">1200_19_HK_2014-07-10.pdf</a>
Audited Financial Statements	<a href="https://pavir.org/public/docs/...">https://pavir.org/public/docs/...</a>