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	
Patrick Richards Director of Finance & Administration	650-239-2809
Jenny Dao Controller	650 239-2822
Caitlin Leung Senior Accountant	650 239-2823
Tu Ngo Staff Accountant	650 239-2820

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

Payroll	
Gerardo Robledo Payroll Manager	650 239-2821

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

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

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