

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	
Lily Ibragimov Director of Finance & Accounting	(650) 493-5000 Ext. 68925
Jenny Dao Accounting Manager	(650) 493-5000 Ext. 65284
Caitlin Leung Staff Accountant	(650) 493-5000 Ext. 64399
Nga Phan Accounts Payable/Purchasing Specialist	(650) 493-5000 Ext. 67170
Paul Martinez Accounts Payable Specialist	(650) 493-5000 Ext. 64198
Sarah Wong Accounts Payable Specialist	(650) 493-5000 Ext. 63094
Frances Merigan Staff Accountant	(650) 493-5000 Ext. 67242

Purchasing	
Luanne Scott Purchasing Supervisor	(650) 493-5000 Ext. 64035
Anna Sasamoto Purchasing Coordinator	(650) 493-5000 Ext. 62620

Payroll	
Gerardo Robledo Payroll Supervisor	(650) 995-6384

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
Human Resources	hr@pavir.org
Accounts Payable (non-payroll checks)	payables@pavir.org
IT/Computer issues for researchers	ithelp@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	irsletter.pdf
IRS Name Change to PAVIR	irs-name-change-to-pavir.pdf
VHA Handbook 1200.17	1200_19_HK_2014-07-10.pdf
Audited Financial Statements	pavir-fy18-audited-fs.pdf