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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.	dr <u>https://pavir.org/public/docs/</u> ug-request-order-		ocs/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/do		<u>5/</u>	
MTA Request Form This form captures the information required to have a Material Transfer Agreement signed by VAPAHCS.	https://pavir.org/public/docs		s/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.		<u>businessmeetingexpense.pdf</u>		
Check Request Purchases using PAVIR administered funds should be initiated in ReQlogic or by a Purchase Requisition. 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 ra		ard 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 PAV		AVIR.	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 ar 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			<u>allowancerequestfillable.pdf</u>	

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Human Resources/Payroll	
Bonus / Special Contribution Award Request	https://pavir.org/public/docs/