

Forms

Most forms are provided in two file formats:

- Adobe Acrobat (PDF) files for those who wish to print and fill out forms by hand or typewriter, and;
- Excel (XLS) or Word documents (DOC) can be filled out on a computer and then printed for signature.

Purchasing	
Animal Requisition	This form is for all animal purchases, whether through PAVIR, Stanford, or VA. Please read and follow the instructions.
Drug Request Form	This form must accompany any requisition for drugs, whether for use in animals or human subjects.
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.
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.
Request for Electronic Devices or Associated Fees	Must accompany a Purchase Requisition for any data storing devices.
Accounting	
Travel Reimbursement	To be submitted with all required receipts and documentation for local and out of town travel.
Non-Exempt Travel Approval	Required for all Non-Exempt PAVIR employees who travel for business.
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.
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.
Requisition for Independent Contractor	This agreement must be executed by PAVIR's Chief Executive Officer prior to any arrangements being made with a potential consultant or independent contractor.
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.
Payment for Services	This form is used to initiate payments to Independent Contractors or Speakers.
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.
Sole Source Justification Form	This form is used to explain the circumstances when a large purchase is requested utilizing a sole source vendor.
Subject Payment Request	Used for requesting payments to research subjects.
W-9	This IRS form certifies the SSN or TIN of a potential PAVIR payee.
Contracts & Grants	
Cost Transfer Justification	Use this form to explain why expenses need to move from one PAVIR Account to another.
Education Activity Request	This form documents approval or disapproval of an educational activity to be administered by PAVIR.
Principal Investigator Certifications and Assurances	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.
Human Resources	
Telecommuting Request	Please see the Telecommuting Policy for more information