

Check Custody Agreement

Between UW-Madison – Division of Business Services Accounting Services Unit
Accounts Payable Department
and

Office of International Faculty & Staff Services

Under authority of both the Department of Administration and UW System Administration, UW-Madison Accounting Services Accounts Payable Department (hereafter referred to as "Accounting Services") delegates the following responsibilities to:

Office of International Faculty & Staff Services

This agreement is in effect July 1, 2023
Through June 30, 2024

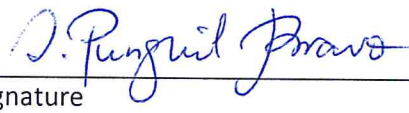
Please describe your Business Purpose(s) for checks to be stored and distributed outside of Accounts Payable:

The IFSS Office submits all visa petitions to the US Department of Homeland Security on behalf of all UW-Madison departments for international employees. Each petition must contain the necessary filing fees, paid by the hiring department. Katie Tollefson will be a Check Custodian for all divisions across campus for checks issued to the US Department of Homeland Security for H-1B, O-1, E-3, TN nonimmigrant visas and Permanent Residency immigrant visas. Jennifer Taylor will be the back-up Check Custodian.

Check Custodian

Check Custodian Alternate

 4/7/23
Signature Date

 4/13/2023
Signature Date

Katie Tollefson, 262-1742
Print Name Phone Number

Irina Punguil-Bravo, 265-5144
Print Name Phone Number

Divisional Financial Officer


Signature

Catherine Vakhnina April 21, 2023
Print Name Date

DocuSigned by: **Accounting Services Officer**



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Signature 6/7/2023

Livvia Goff, 890-3120
Print Name Date