

# Check Custody Agreement

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

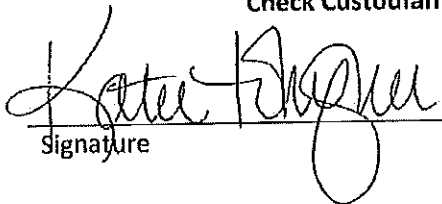
International Faculty & Staff Services


This agreement is in effect July 1, 2024  
Through June 30, 2025

**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. Irina Punguil Bravo will be the back-up Check Custodian.*

Check Custodian

Check Custodian Alternate

  
Signature \_\_\_\_\_ Date 5/13/2024

  
Signature \_\_\_\_\_ Date 5/13/2024

Katie Tollefson, 262-1742

Irina Punguil Bravo, 265-5114

Print Name

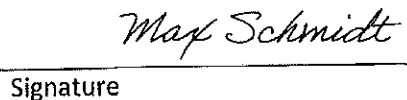
Phone Number

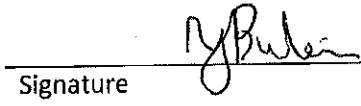
Print Name

Phone Number

Divisional Financial Officer

Accounting Services Officer

  
Signature \_\_\_\_\_

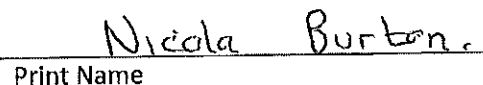
  
Signature \_\_\_\_\_

Max Schmidt

5/13/24

Print Name

Date

  
Print Name \_\_\_\_\_ Date 5/13/24

Print Name

Date