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 Through
May 1, 2021 June 30, 2022

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

Signature 03/22/2021
Katie Tollefson, 262-1742
Print Name Phone Number

Check Custodian Alternate

Signature 03/22/2021
Jennifer Taylor, 263-5689
Print Name Phone Number

Divisional Financial Officer

Poli Hyseni
Signature
Print Name Date

Accounting Services Officer

Livia Goff
Signature
Print Name Date
GUIDELINES

Checks require a valid business reason for a department to request pick up. This handling exception requires written justification explaining the reason(s) for doing so, including the signature of the Divisional CFO authorizing the check custodian (see below) to pick up the checks. This agreement identifies the check custodian and alternate (hereafter "check custodian") who will be responsible for the safe keeping of the checks until they are distributed. Checks will only be distributed to check custodians. Once the check custodian has received the check(s), they must account for all checks and keep them in a secure area or a locked safe, following the guidelines outlined below.

GENERAL PROCEDURES

A. There will be a segregation of duties between the handling of checks and authorization/approval of checks requested. The check custodian cannot be the Dean Authorized Signer for the payment.

B. The check custodian must be employed full-time by the University of Wisconsin – Madison.

C. The check custodian identified in this document will pick up the checks from Accounting Services 21 N. Park St. Suite 5301, and is responsible for safeguarding checks until returned to their departments. Accounting Services will release the check(s) and a check distribution log to the check custodian or alternate. The check custodian must bring a valid photo ID and sign for the check(s).

D. When the checks arrive in the department, the checks should be verified by a second employee and locked in a secure area accessible only to the check custodian until distribution.

E. A check distribution log will be maintained to track the departmental handling of checks. When the custodian distributes the check(s), the custodian must verify the payee’s identity, and the payee must sign and date the check distribution form indicating they have taken possession of the check.

F. If the custodian distributes the check(s) to someone other than the payee, the check must be accompanied by a check custody form that is signed by the intermediate check custodian, then signed by the payee when the check is distributed.

G. If the check custodian mails out the check(s), they will sign and date the log at that time.

H. Signed check distribution logs (and check custody forms, if applicable) will be returned to Accounting Services within 30 days of the date on the check(s). Emailing scanned documents is acceptable.

I. If check distribution logs and/or undistributed checks are not received in Accounting Services within 30 days of the check date, the check custodian will be contacted and checks may be voided.