

# Disbursement by **CASH** or **POSTAL ORDER**

V2  
07/2018

**Step 1** Fill in the information in the box below

<b>Send</b>	<input type="checkbox"/> <b>Cash</b> Postage applies. Registered post recommended	<input type="checkbox"/> <b>Postal order</b> Fees and postage apply. Registered post recommended
<b>Send by</b>	<input type="checkbox"/> Signed For - 1st Class <input type="checkbox"/> Signed For - 2nd Class	<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <div><input type="checkbox"/> Other (add details)</div>
<b>Amount</b>	£ <input type="text"/> Money to relatives or charities comes from your private account. If your private account doesn't have enough money, your spending account will be used.	
<b>To</b>	Recipient's first name <input type="text"/> Last name <input type="text"/> Company <input type="text"/> OR <input type="text"/>	
	Their address <input type="text"/> <input type="text"/>	
	Postcode <input type="text"/>	
<b>From</b>	Your first name <input type="text"/> Last name <input type="text"/> Signature <input type="text"/>	
	Your prisoner number <input type="text"/> <input type="text"/>	
	Date today <input type="text"/>	

**Step 2** Hand it to a prison officer who will confirm your identity

## For staff use

I confirm this prisoner's identity.	Prison officer (print name) <input type="text"/>	Signature <input type="text"/>	Date <input type="text"/>
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Amount sent	Charges	Postage	<b>Total</b>	Date deducted
Debit NOMIS £ <input type="text"/>	+ £ <input type="text"/>	+ £ <input type="text"/>	= £ <input type="text"/>	<input type="text"/>

We certify the above amount in the requested format was sealed in an envelope and addressed as above.	Cashier (print name)	Signature	
	Cashier witness (print name)	Signature	
	Post clerk (print name)	Signature	Date sent <input type="text"/>

To the recipient

**HMPPS is informing you that this person has sent you money.**

Sender name <input type="text"/>	Amount sent <input type="text"/>
Their prison number <input type="text"/>	Date <input type="text"/>