

Disbursement by **POSTAL ORDER**

V2
07/2018

Step 1 Fill in the information in the box below

Send	<input type="checkbox"/> Postal order Fees and postage apply. Registered post recommended		
Send by	<input type="checkbox"/> Signed For - 1st Class	<input type="checkbox"/> 1st Class	<input type="checkbox"/> Other (add details)
	<input type="checkbox"/> Signed For - 2nd Class	<input type="checkbox"/> 2nd Class	
Amount	£ <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.	
To	Recipient's first name	Last name	Company
	<input type="text"/>	<input type="text"/>	OR <input type="text"/>
	Their address		
	<input type="text"/>		Postcode <input type="text"/>
From	Your first name	Last name	Signature
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Your prisoner number	Date today	
	<input type="text"/>	<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)	Signature	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Amount sent	Charges	Postage	Total	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	
	<input type="text"/>	<input type="text"/>	
	Cashier witness (print name)	Signature	
	<input type="text"/>	<input type="text"/>	
	Post clerk (print name)	Signature	Date sent
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To the recipient

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

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