

# Disbursement by **POSTAL ORDER**

V2  
07/2018

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

<b>Send</b>	<input type="checkbox"/> Postal order Fees and postage apply. Registered post recommended		
<b>Send by</b>	<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	
<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	Last name	Company
	<input type="text"/>	<input type="text"/>	OR <input type="text"/>
	Their address		Postcode
<input type="text"/>		<input type="text"/>	

  

<b>From</b>	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"/>		<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	<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	
	<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

You have been sent the enclosed money by the person named on the right.

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