

# Disbursement by **CASH**

V2  
07/2018

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

<b>Send</b> ▶	<input type="checkbox"/> Cash Postage applies. 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		
	<input type="text"/>		Postcode <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"/>

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

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