

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

V1  
01/2018

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

<b>Send</b> ▶	<input type="checkbox"/> Cash Registered post recommended	<input type="checkbox"/> Postal order Fees and postage apply	
<b>Send by</b> ▶	<input type="checkbox"/> Special Delivery Guaranteed	<input type="checkbox"/> Signed For - 1st Class <input type="checkbox"/> Signed For - 2nd Class	<input type="checkbox"/> 1st 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 <input type="text"/> Last name <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 <i>for example A1234BC</i> <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 just letting you know 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"/>