

# 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"/> 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"/>			

**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"/>