

Apply to send out more than £50

If you want to send out more than £50 to someone, you need approval from the governor.

This will only be given in exceptional circumstances and must be applied for each time.

Use this form to ask for that approval.

Then attach it to your disbursements form when you hand it in.

Exceptional circumstances could be:

- paying off debts if you have no external bank account
- sending financial support to family
- paying for a legitimate service, e.g. legal fees, dentistry
- operating a business, if unconvicted
- transferring your money from prison to a new or existing bank account

Dear Governor,

I would like to send £..... by ☐ Cheque ☐ Cash ☐ Bank transfer

I would like to send over £50 out because:

.....

.....

.....

.....

Prisoner’s full name:

Prisoner’s date of birth: Prisoner number:

If your application is approved, the disbursement will be made.
If it is not approved, you will get this form back with a reason why.

Please note: sending cash out is done at your own risk

For staff use:

Your application to send out more than £50 has:

- ☐ been approved
- ☐ NOT been approved because:

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