

PLEASANT VALLEY STATE PRISON

COALINGA, CA.

**NOTICE OF MONEY ORDER OR CHECK LEFT IN MAIL**

To: Accounting

From: \_\_\_\_\_, Floor Officer – Facility \_\_\_\_\_, Unit \_\_\_\_\_

Date: \_\_\_\_\_

At approximately \_\_\_\_\_ hours today, inmate \_\_\_\_\_ CDCR # \_\_\_\_\_ Cell No. \_\_\_\_\_

Informed me he received the following in his mail:

Check No. \_\_\_\_\_  Money Order No. \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

The money order or check, with its addressed envelope is attached. The inmate has received a copy of this notice.

\_\_\_\_\_  
Inmate signature of receipt

\_\_\_\_\_  
Unit Officer's signature

Distribution:

- Accounting (with money order/check and envelope attached)
- Correctional Officer
- Program Office
- Inmate