

**Jim Doyle**  
Governor

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## State of Wisconsin Department of Corrections

### MEMORANDUM

DATE: March 2007  
TO: Inmate Family and Friends  
FROM: Warden Lundquist  
RE: New Procedure for Receipt of Inmate Funds/Money

**Please refer to the information below when sending correspondence and/or money to inmates housed at New Lisbon Correctional Institution.**

Any inmate funds/money (checks or money orders only) will be received by the Business Office, through P.O. Box 6000 only, and directly credited to the inmate's account. This will increase the security of incoming money, reduce errors, and speed up the posting of money to inmate's accounts. Please refer to the information below to ensure you are mailing items to the correct address.

NEW LISBON CORRECTIONAL INSTITUTION - INMATE MAIL	
CORRESPONDENCE ONLY	CORRESPONDENCE <u>WITH</u> MONEY
New Lisbon Correctional Institution Inmate Name, DOC Number <b>P.O. Box 4000</b> New Lisbon, WI 53950	New Lisbon Correctional Institution Inmate Name, DOC Number <b>P.O. Box 6000</b> New Lisbon, WI 53950
<b>*NOTE:</b> Correspondence received at P.O. Box 4000 <b>with</b> money will be <u>returned</u> to sender.	<b>* NOTE:</b> Correspondence received at P.O. Box 6000 <b>without</b> money will be <u>returned</u> to sender.

In addition, family and friends should be reminded of the following:

- The inmate's name and inmate number must be legibly hand-printed or typed in the "Remit To" or "Payee" line of all checks or money orders sent. Incomplete checks or money orders will be returned to the sender.
- A legible, hand-printed or typed return address, including name and complete mailing address is required on the upper left-hand corner of all envelopes sent.
- Cash will not be accepted and will be returned to the sender.

Thank you for your attention to these matters. If you have further questions, please feel free to contact the institution at the phone number above.