To: Name, Title, Correctional Center, Fax Number

From: Name, Title, MU Extension

Date: Date

Subject: Interoffice Communication (IOC) Request for date

I am writing to let you know that ____________________________, volunteer in corrections, will be facilitating the 4-H LIFE family meeting on date. They will arrive at between time and time and leave between time and time.

They would like to request written approval to bring in the following items:
- Blank, plastic and cardstock nametag holders
- Handouts (e.g., sign in sheet)
- Pencils
- Scrapbooking supplies (foam letter, glue sticks, cardstock paper)
- Food items
  - Chicken strips
  - Various sauces for dipping chicken in
  - Fresh fruits and vegetables
  - Bread for peanut butter and jelly sandwiches
  - Peanut butter
  - Jelly
  - Individual bottled water and fruit juice

Please confirm approval of these requests.

Address
City, State, Zip
Fax:
Phone:
Email:

Thank you very much for your assistance!

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