1. The following items are being requested to be purchased by Heather Stevens.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Items** | | | | |
| **Vendor\*** | **Name of Item\*\*** | **Quantity** | **Price by Unit** | **Subtotal** |
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| **Total:** | **0.00** | | | |

\**If this request is for a specific event, please include any content (flyer, etc.) related the event on the document.*

*\*\*For the Vendor section, please hyperlink to the item or vendor’s website if needed.*

**II-TOTAL PRICE OF REQUEST**

The above items are priced for the sum of **$0.00**

*Gratefully,*

Ainsley Hilliard

ECO Agency Chair

Gladiz Velez

ECO Agency Treasurer

*Please email completed forms with appropriate attachments to* [*glv26@miami.edu*](mailto:glv26@miami.edu) *for review.*