**Small Improvement Budget (SIBS) Procedure**

* The requests must be received by the lead RPO **one week prior to the Forum**. Confirm with Sarah Stevens which RPO is leading.
* The quotes must be attached to a covering email, out lining the proposal and confirming it has the support of the committee.
* Quotes need to be clear, please don’t assume the RPO will automatically know that you do/don’t want something if the quote shows several options.
* For proposals under £1500 two quotes must be provided. For proposals over £1500 three quotes must be provided. Requests won’t be accepted if you have not provided the required number of quotes. The quotes must be submitted all together.
* If the proposal is to install something such as a bike store or bin enclosure, the contractors should carry out a site visit prior to quoting, to ensure there are no additional costs once the order has been raised i.e. ground levelling, root removal, dropped kerbs needed.
* Quotes must be comparable i.e. you cannot provide quotes for a shed if one is metal, one is wood and one is plastic.
* The quotes must show the price excluding and including VAT
* The quotes must show delivery and installation costs if you want them included.
* The proposal cannot be for something that is met from another existing budget such as repairs and maintenance.
* If the works exceed that were agreed at the forum the co-op will need to cover any extra costs.

Once it’s been agreed at the forum you would need to complete the application for payment, and forward this to [Louise.Carter@richmondandwandsworth.gov.uk](mailto:Louise.Carter@richmondandwandsworth.gov.uk)   You will also need to make the initial purchase/order and then we would reimburse once you’ve paid the costs.  You will need to attach backing info with the application (copy of invoice etc).