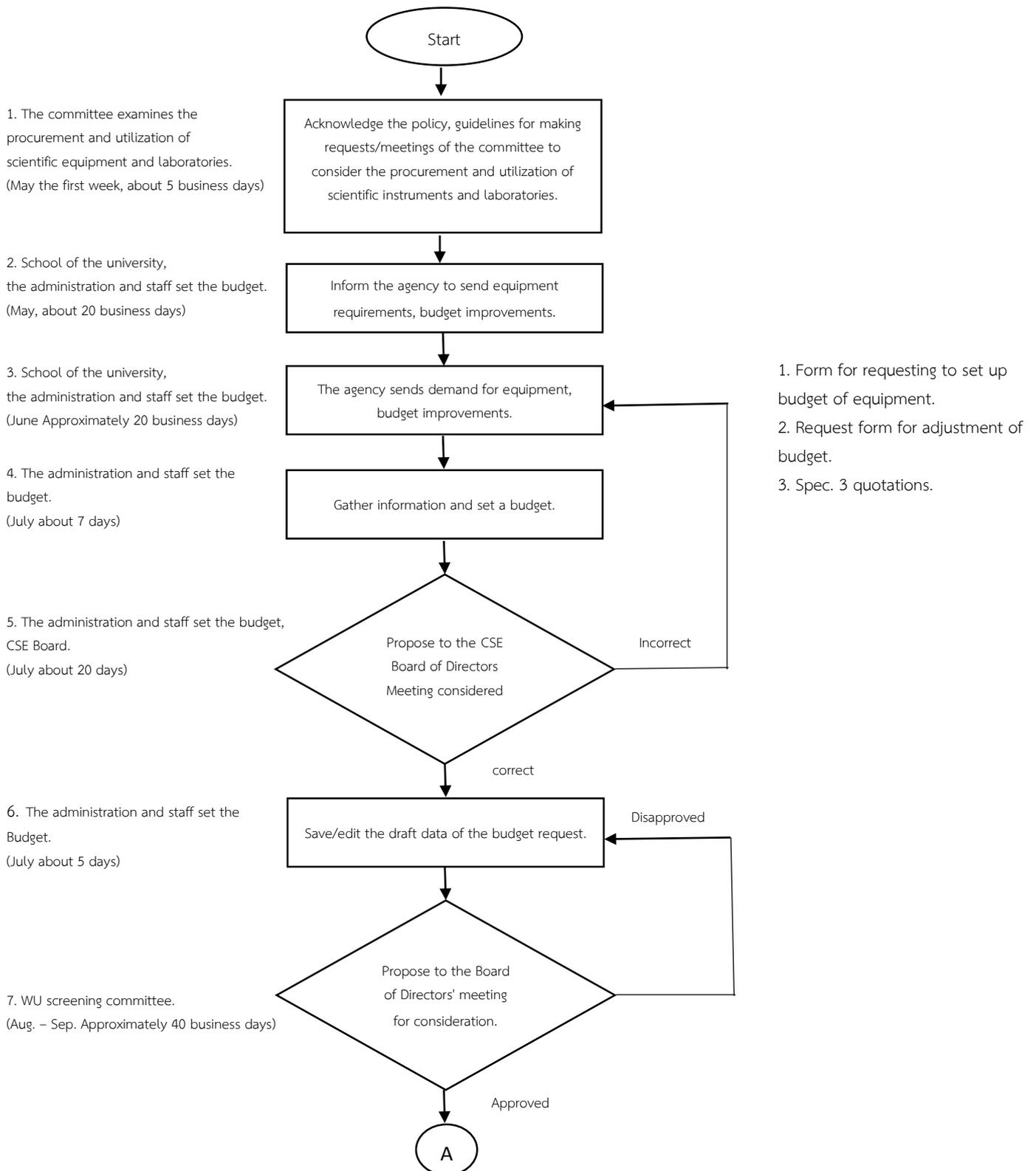


## Work plan for preparing annual budget request The Center for Scientific and Technological Equipment

Responsible Person

Activity

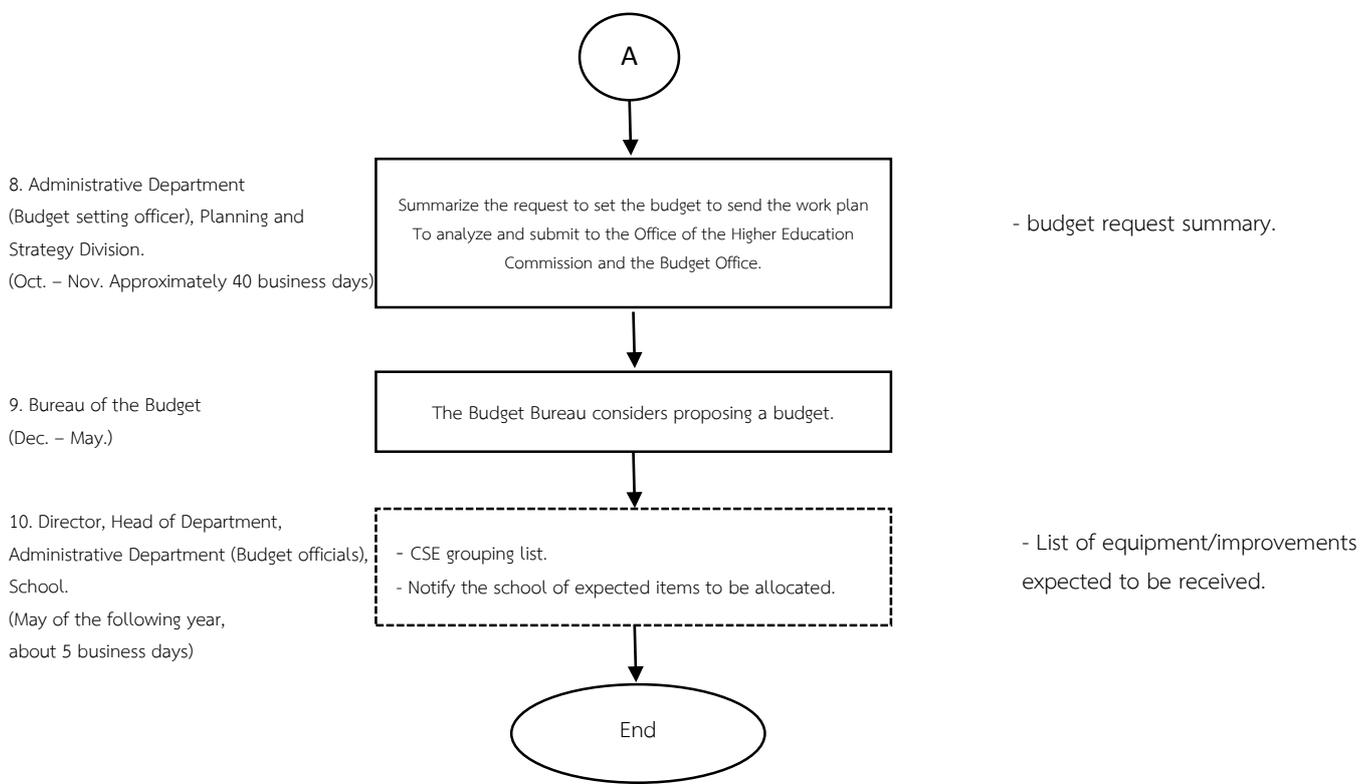
Related documents



Responsible Person

Activity

Related documents



## Details of procedures for preparing an annual budget request

1. The Center for Scientific and Technological Equipment Acknowledge the policy Guidelines for preparing annual budget requests from executives and arrange a committee meeting to consider the procurement and utilization of scientific equipment and laboratories. To clarify and prepare plans for the procurement of scientific equipment and laboratory improvements for the fiscal year.
2. The Center for Scientific and Technological Equipment Inform the agency to submit a request to set up a budget for scientific equipment and laboratory improvements. and attach the following documents for budgeting request :
  - 2.1 Details of the request for the budget of scientific equipment.
  - 2.2 Spec. with at least 3 quotations.
  - 2.3 Details of requests for budgeting for improvement of science laboratories.
3. The agency notifies the need for equipment, scientific equipment and laboratory improvements to The Center for Scientific and Technological Equipment.
4. The Center for Scientific and Technological Equipment Collect information on request for budgeting from academic institutions/research units and The Center for Scientific and Technological Equipment central services. Sorted according to the production plan Check Spec. Quotation documents to prepare an annual budget request.

The items are classified according to the production schedule as follows :

Graduates in science and technology include :

1. School of Agricultural Technology and Food Industry
2. School of Architecture and Design
3. School of Engineering and Technology
4. School of Science
5. The Center for Scientific and Technological Equipment central services together with Department of Service and Tool Utilization/Department of Science and Technology Laboratory/Department of Basic Science Laboratory.

Health science graduates include :

1. School of Pharmacy
2. School of Nursing
3. School of Allied Health Sciences
4. School of Public Health
5. School of Medicine
- 6 . Akkhraratchakumari Veterinary College

7. Walailak University International College of Dentistry
  8. Research Institute for Health Science
  9. The Center for Scientific and Technological Equipment central services (Department of Health Science Laboratory)
5. Organize a The Center for Scientific and Technological Equipment board meeting to screen and inspect equipment Scientific instruments and laboratory improvements and in order of priorities.
  6. The Center for Scientific and Technological Equipment Save / edit details of The Center for Scientific and Technological Equipment investment budget requirements.
  7. Presented to the committee meeting to consider the procurement and utilization of scientific instruments and laboratories.
  8. Summary of The Center for Scientific and Technological Equipment investment budget requirements Submit budget request information to the Plans and Strategies section. and collect the documents as a set per 1 item ( Spec., quotation)
    - 8.1 Make an order to appoint a committee for every item that must be ordered in accordance with the procurement regulations.
    - 8.2 Prepare a cover sheet that summarizes the equipment information/improvement budget. file documents Submit the plan and strategy section.
  9. The Budget Bureau considers the proposal to set a budget.
  10. The Center for Scientific and Technological Equipment grouping the items expected to be allocated
    - 10.1 Send information about grouping the list to the school requesting to set the budget to know the list.
    - 10.2 Send information to the head of the department to specify the name of the scientist responsible for the list of equipment and improvements in order to prepare the Spec. ready to buy.

budget request form Fiscal Year 2023.  
Investment budget : list of laboratory equipment

science supplies form

Institution .....

Total amount ..... Baht (.....Baht)

(1) Priority	(2) Item name	(3) Unit	(4) Quantity	(5) Unit Price	(6) Total Money	(7) Explanation (specify the number)			(8) reason of necessity  **(specify clearly for use in clarifying the Bureau of Budget)	(9) Location of equipment (Building/Floor)	(10) The name of the operator according to the quotation.						(11) Be an SMEs or MIT (please ✓)			(12) budget applicant
						all needs	already have				Company 1	Company 2		Company 3		SMEs	MIT	No		
							workable	not working				company name	Unit Price	company name	Unit Price				company name	
									1. To replace the original because..... (specify the reason for purchasing a replacement User forecast age and condition of use of the original equipment)											
									2. Buy more because..... (specify reasons, necessities and benefits of use)											
									3. Buy new because..... (specify the reason for necessity Benefits What do you buy and what do you use it for? What did you get?)											
									4. Open a new course, subject name.....											
									5. Assemble the course.....											
									6. There are students receiving services. Number.....person.											

**Note**

- Please provide complete details in all fields.
- Enter the number of the list of equipment in order of importance of the organization. And the necessity of a list of equipment that asks to set a budget.
- Specify the name of the equipment list in Thai and English brackets.
- In the case of the price of equipment with a standard price to set the price according to the latest edition of the Budget Bureau's standard price list From the website of the Budget Bureau. <http://www.bb.go.th>
- Please provide details of the equipment specifications (Spec.) and at least 3 quotations.
- In the event that the list of equipment requested is not standard equipment Check the price before setting a budget. And check the numbers are correct.

