

PROCEDURE DEVELOPMENT OF SUPPLIES DISBURSEMENT DOCUMENTATION IN COLLEGE OF LOGISTICS AND SUPPLY CHAIN, SUAN SUNANDHA RAJABHAT UNIVERSITY.

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ABSTRACT

Inventory control is important for the operation of all departments. This is because inventory refers to appliances or machines. Besides for department, it means office and teaching equipments. Thus, it plays the most important role for the department management similar to the army needs military. College of Logistics and Supply Chain, Nakhon Pathom campus has established at Suan Sunandha Rajabhat University in BE 2558. Therefore, the inventory control is needed and it is the responsibility of both the academics and services. To participate in the provision, control, use, storage, disposal, transfer or exchange of equipment. Moreover, The inventory officer must be responsible for the correctness of the official regulations.

Regulation of the ministry of finance on procurement and administration Management, BE 2560. It is applicable to government department for using budget funds. The regulations laid down the rules on how to inventory, procurement and the inventory management of government departments. Therefore, the purpose value for Money, transparency, efficiency and effectiveness, and accountability. In addition, the procurement process must be clarified, from the procurement process until the receiving. Also, it must be used, effective and efficient as required by government departments. Each step, the person who responds must record the confirmation in the operation and give reasons in order to consideration in the important issue.

The College of Logistics and Supply Chain found that almost problems are purchasing / procurement document and service delayed. The reason is that the academic staff and academic support staff are not fully submitting all documents. Furthermore, the disbursement regulations have changed, causing academic staff and academic support to submit incomplete disbursement documents. The researcher has seen this problem. Therefore, there is a need to study the Process Improving the accuracy of the inventory control documents for College of Logistics and Supply Chain, Suan Sunandha Rajabhat University. In order to find a solution to the document, disbursement / preparation of the disbursement.

Keyword; procedure development, , purchasing ,procurement document

INTRODUCTION

Procurement is an important operation for all departments. The supplies mean appliances and the office supplies mean office equipment, including teaching materials. Inventory management plays an important role in the administration of the department in which the same as the army that needs the military to deliver. The College of Logistics and Supply Chain was established at Suan Sunandha Rajabhat University Nakhon Pathom Education Center in 2015, therefore need an efficiency in inventory management due to the large disbursement. The inventory is the responsibility of both academic staff and academic support to participate in the procurement. Controlling the use, storage, distribution, transfer or exchange of durable goods, the supplies officer must ensure that it is in accordance with government regulations.

The Prime Minister's Office on Procurement, B.E. 2535, as amended to Issue 6, 2002, is regulations that apply to government agencies that use budgetary funds. The regulations stipulate rules regarding procurement procedures that specify the procurement procedures. Moreover, procurement management used in the government sector for value for money, transparency, efficiency and effectiveness, and accountability. In addition, information must be disclosed for each procurement process. Beginning with the procurement process until the parcel is sufficiently used cost-effective and efficient as required by government agencies by performing each step. The responsible person must record the evidence of the operation, including the reasoning in the consideration of the important steps in the consideration with material problem.

The procurement and distribution of the College of Logistics and Supply Chain. Most problems are found disbursement documents for procurement / employment that academic personnel and academic support did not receive are incomplete, resulting in delayed disbursement. Moreover, the disbursement regulations have changed causing academic personnel and academic support to submit incomplete disbursement documents. In which the researchers found this problem occurring. Therefore, there is a need to study to improve the document disbursement process of the supply work in College of Logistics and Supply Chain, Suan Sunandha Rajabhat University. In order to get a solution to the disbursement document / create a disbursement manual.

OBJECTIVES

1. To study the problems and obstacles in disbursement, procurement / employment in College of Logistics and Supply Chain
2. To find guidelines for solving disbursement documents / creating disbursements manual in College of Logistics and Supply Chain

Research scope

1. The population in this research are 71 academic personnel and academic support who working at the College of Logistics and Supply Chain, Suan Sunandha Rajabhat University, Nakhon Pathom Educational Center.
2. The samples in this research are 15 academic personnel and 15 academic support who working at the College of Logistics and Supply Chain, Suan Sunandha Rajabhat University, Nakhon Pathom Educational Center.
3. Area is in College of Logistics and Supply Chain, Suan Sunandha Rajabhat University, Nakhon Pathom Educational Center.

Research expected benefits

The researcher expects to receive the following benefits

1. The main cause of the problem and an obstacle to the functioning of the procurement officer.
2. The solutions to lead to more efficient operations.
3. Solutions for solving problems can be used in other situations. To enable the operations of personnel to proceed efficiently and effectively.

METHODOLOGY

The questionnaire is a research tools for collecting data, which questions for respondents to express their expericne as the following details

Part 1 General information of respondents which was a checklist form.

Part 2 The 71 sample from academic and support personnels who working at the College of Logistics and Supply Chain, Suan Sunandha Rajabhat University Nakhon Pathom Educational Center.

Part 3 Check the completeness and accuracy of the assessment form data collection.

Data analysis , the Statiatical Package for Social Science : SPSS is used to analysed. This research used descriptive Statistics such as percentage, mean (\bar{x}) and standard deviation (SD).

RESULTS

Part 1 General information of 100 respondents, mostly 55 female, 55%, the remaining 45 male, 45%.

Part 2: The results of knowledge and understanding about personnel withdrawal of supplies in the College of Logistics and Supply Chain. It can be seen that the personnel knowledge and understanding about supplies disbursements in the College of Logistics and Supply Chain is at the high level ($\bar{x} = 2.46$). When considered according to the issue found that users have basic knowledge about the procedures for disbursementing supplies is at the highest level. The knowledge and understanding are at high level ($\bar{x} = 3.50$), service users with a knowledge of the procurement process duration ($\bar{x} = 3.29$) and personnel who has least knowledge and understanding in which the understanding of the rules and regulations of the supllies officer ($\bar{x} = 1.82$).

Discussion

According to the analysis results and queries comment and suggestions at the College of Logistics and Supply Chain personnel on the knowledge and understanding of the supplies disbursement as follows:

1. Most of them have increased their knowledge and understanding in the process of requesting for supplies disbursement to be clear on various documents, procedures and timeline.
2. By using the research results to improve and create operational manuals, improve document disbursement processes for supplies in Colleges of Logistics and Supply Chains. This is a guidelines to improve the supplies disbursement process and the preparation of inspection reports and error correction, including documents and documents associated. Therefore, the practitioners and relevant personnel of the College of Logistics and Supply Chain to use as a guideline to improve the process of document reimbursement in the same direction.

Impact of changing work methods

It is a method to improve the document reimbursement process and the correct operation process of the College of Logistics and Supply Chain personnel as follows

1. The study of document processes conditions and problems in order to form the personnel knowledge and understanding at the College of Logistics and Supply Chain as 4 prioritize following

1.1) Disbursement documents are incorreced and completed.

1.2) Disbursement of money is delayed and disbursement of money does not meet the required standards.

1.3) Request information for disbursement and the evidence of disbursement is taken long time, less information.

1.4) Personnel provide suggestions and answering questions about various rules and guidelines are unclear operation.

2. The documents development, supplies disbursement guidelines for making personnel knowledge and understanding in College of Logistics and Supply Chain as follows

1) Review current operations methods

2) Additional communication channels / public relations for supplies

3) Personnel development

3. The procurement operation efficiency, in terms of duration, process, information and personnel.

Lessons learned

Working effectively requires a lot of collaboration, demonstrating the willingness to study. In order for the concerned parties to be open-minded to accept and cooperate in this study. As well as to create understanding among all parties so as not to make mistakes in the work process as well as to try to make them accept that this study will create good results for all parties, both the operator and the department. Until receiving good cooperation from all departments and being able to conduct studies until it is successful.

Suggestion

This research study on the the document disbursement process improvement of the procurement. The sample consisted of personnel in the College of Logistics and Supply Chain, which divided according to the position groups as follows: Executive level, Director level, Academic level, Operation level. Stratified random sampling is used and the sample size is calulayed by using Taro Yamane with 95% confidence level and 5 % discrepancy from 100 people. To prevent data collection errors, the researcher increased the number of questionnaires set to not get less than the specified sample group by using 100 sets of questionnaires and 100 receiving the questionnaires sets are returned, representing 100%.

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