

# EQUIPMENT TYPE WITHDRAW MANAGEMENT OF FACULTY OF SCIENCE AND TECHNOLOGY SUAN SUNANDHA RAJABHAT UNIVERSITY.

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## ABSTRACT

This research is equipment type withdraw management of Faculty of Science and Technology, Suan Sunandha Rajabhat University. The objective was to improve the database of equipment list to performance. The samples are official staff in the Faculty of Science and Technology classified into 3 groups, 1) service receiver group, 2) improve database group, 3) process auditor group. The research instruments consisted of data collection tools, data analysis tools, and database design tools by equipment type.

The result of the research showed that the process of database collection design for higher efficiency has 6 steps by brainstorming method. Step 1: R2R member meeting about research on topic issue equipment withdraw management system. Step 2: Create knowledge and understanding of the regulations of the Ministry of Finance. Step 3: Survey the needs of the service receiver. Step 4: Define the service receiver's report format to meet the needs of office staff in the Faculty of Science and Technology classified 3 groups, Define 3 objectives to improve the process, 1) To provide faster procurement, 2) Providing quick and accurate information correction, 3) To provide performance information service. Step 5: Check the administration of equipment. Storage and continue to monitor the performance management process, monitoring of durable equipment. Before and after the process improvement process based on the new design. Step 6: Trial in faculty.

**Keywords:** equipment type withdraw management

## INTRODUCTION

The Public Procurement administration were under announcements of the Office of the Prime Minister is Office of the Prime Minister on Procurement, 1992 and the Office of the Prime Minister on Electronic Procurement, 2006 was published in the announcements entered in force on February 3, 2015, that force to government agencies. Which proceeds with procurement using budget funds loans and grants state enterprises departments under the law governing local administration or other agencies as for the regulations of the Office of the Prime Minister on Electronic Procurement, 2006 [1]. The Procurement of the most important factors for organization management. In which many of the annual expenditures are spent on procurement through the procurement Process If the acquisition of the parcel meets the actual requirements there is a plan to determine the demand for materials in the country, the amount and quality that is appropriate for the mission of that department. Asset management is managed correctly and efficiently according to the parcel management cycle and will make the most of budgetary spending. Which will result in saving the national expenditure budget currently, the government and the National Council for Peace and Order Has drafted the procurement and procurement management law for the government sector [2], nowadays, the Public Procurement and Supplies Management Act, 2017 was published in

the Government Gazette on February 24, 2017, and entered in force on August 23, 2017. The objective of that operation in connection with procurement and supplies administration through budget money proceeds in a manner engendering efficiency, state agencies comply with directions outlined to engender the flexibility and expediency of operations of a state under the supervision of the state agency [3].

The Faculty of Science and Technology of the importance of procurement with the rules and regulations of the Ministry of Finance with ongoing procurement. Because there is a problem in the operation process in delay [4]. The operation problem is the classification of equipment and materials with effect cannot check the serial number of equipment and materials with Asset registration, audit with annual asset registration report state agencies audit procurement correctly by rule, regulations of the university, Ministry of Finance and another regulation related [5].

The researcher works as a supply analyst in a procurement department of Faculty of Science and Technology, there is a procurement department that plays a key role in all departments, so it recognizes the importance of providing equipment and materials with the support of the action plan to the goal. The procurement plays a critical role in helping an organization in goals, the researchers are interested in studying this issue. To learn about the equipment type withdraw management of Faculty of Science and Technology, Suan Sunandha Rajabhat University.

## OBJECTIVE

To study the improve the database of equipment type withdraw management of Faculty of Science and Technology, Suan Sunandha Rajabhat University.

## METHODOLOGY

This research focuses on the study of equipment type withdraws management of the Faculty of Science and Technology proposed research are as follows.

3.1 The sample of divided into 3 groups: 1) curriculum, 2) Supply Analyst group and 3) executives.

3.2 This tools research divided into 2 categories: 1) the tool collects data using is the meeting minutes and check sheet and 2) the tool design database withdraws equipment by type using is the brainstorming method, Quality Work Procedure (QWP).

3.3 This research using the 5W1H method in determining the steps for data collection that details are as follows.

**Table I.** Research procedure with the 5w1h method.

What (Process)	Why (Objectives)	When (Time)	Who (Staffs)	How	
				Operation	Tools
1. The member R2R Meeting to conduct research on equipment withdraw management.	Improve the database of equipment type withdraw management.	January , 2018.	The member R2R.	Propose to management to appoint a database design committee.	-
2. Clarify objectives.	In order to create knowledge and understanding	January , 2018.	Database design committ ee.	Meeting database design committee.	Meeting minutes.

What (Process)	Why (Objectives)	When (Time)	Who (Staffs)	How	
				Operation	Tools
	and explain the role of member R2R.				
3. Find know the problems and needs of client.	To know the needs or suggestions for the improvement of the equipment database of the clients	February, 2018.	The member R2R.	Ask information to know the problems and needs of clients.	The questionnaire .
4. Setting Objectives.	Setting objectives and key result.	March, 2018.	The member R2R.	Determine the objectives from the analysis of the needs of the package service recipients Then present to the management To set the goal of the report format.	1) In the brainstorming method, the committee can include a unanimous vote. 2) Meeting minutes.
5. Check equipment type withdraw management process.	To check the suitability of the new equipment database report form	June, 2018.	The member R2R.	Experts check the suitability of the form before being put into trial.	1) The brainstorming method, the committee can include a unanimous vote. 2) Meeting minutes.
6. Trial operation	To test the effectiveness of the new form	August, 2018.	The member R2R.	Update based on the experiment results to report format is complete.	Check sheet.

## DATA ANALYSIS

The criteria of data analysis for research 2 types are as follows.

4.1 Quantitative data analysis used to explain the problem or issues and common client needs using frequency.

4.2 Qualitative data analysis used to explain the rules and regulations of the Public Procurement and Supplies Management, Work Manual of Procurement Management, using brainstorming method and questionnaire [6].

## RESULTS

The results to improve the database of equipment type withdraw management of Faculty of Science and Technology, Suan Sunandha Rajabhat University. The results design process management as follows:

5.1 The member R2R Meeting to conduct research on equipment withdraw management

5.2 The researcher to clarify and understand rules, regulations of the Ministry of Finance on the Public Procurement and Supplies Management Act, 2017 and work manual about the role of conducting research.

5.3 The researcher collection data with a questionnaire to know the problems and needs of client that details are as follows.

**Table II.** The needs of clients in service of procurement department.

Process of working	Suggestions for improvement	Frequency (time)	Ranking
1) The recording process in accounting.	The request form for withdrawing material/equipment (blue) shall have illustrations of durable articles according to the asset register.	5	2
2) Writing as a form for withdrawing materials/equipment correctly (blue)	The request form for withdrawal material/equipment (blue) signed to documents	3	1
3) The request materials/equipment maintenance.	Attach a document request form for withdraw material/equipment (blue) to approve the purchase.	3	3
4) The annual asset registration.	Fill in the information corresponding to the device registration database.	2	4

Table II show the needs of client in service procurement department it was found that the first process is keeping the bill of lading as evidence process, the second process is collecting and recording, the third process is maintenance equipment and the fourth process is annual asset registration respective.

5.4 Improve equipment type withdraw management process with suggestions of clients from data collection from questionnaires.

5.5 Check equipment type withdraw management process with data collection from working. To analyze data and design new processes.

5.6 The researcher has improved the process and trial. To assess the suitability to be implemented with new design methods.

## CONCLUSION

This research results as follows. The researcher as procurement department worker office of the Dean of Faculty of Science and Technology using brainstorming model design of the process of service as follows, Step1: The member R2R meeting to conduct research on equipment withdraw management, step2: To clarify the objectives, step3: find know the problems and needs of customers, step4: Improve equipment type withdraw management process with suggestions of clients from data collection from questionnaires, step5: Check

equipment type withdraw management process, and step6: the active trial. This research results that are consistent with the concept of [7] procurement and inventory control it is planning and determining the demand for parcels. Is the statistical indicator that appears on the package control account such as the amount of receiving-paying, waste rate status of parcels or articles, and consistent with the concept of [8] states that the person or organization responsible for each item clearly when any parcels are damaged or lost makes it possible to investigate the cause or claim compensation Inventory recording allows the analysis of the status of disbursements and estimates of the future situation closer to reality. Which is useful in supporting per unit use efficiently.

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