



## **Announcement of the Office of Academic Support and Services**

**Subject: Procurement Policy of the Office of Academic Support and Services**

**For the Fiscal Year 2024**

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To ensure that the operations of the Office of Academic Support and Services, Sisaket Rajabhat University, comply with the principles of good governance, the Office of Academic Support and Services hereby establishes a policy regarding procurement through purchasing and hiring processes. These are crucial in supporting the sustainability of Sisaket Rajabhat University's operations. We intend to build confidence among stakeholders through professional, transparent, and fair procurement practices under a framework of consistent management practices across the university.

By the resolution of the Administrative Committee of the Office of Academic Support and Services in its 6/2023 meeting on September 22, 2023, the Office of Academic Support and Services announces its Procurement Policy to define the guidelines for procurement at Sisaket Rajabhat University. The key practices are as follows:

1. The Office of Academic Support and Services will carry out procurement efficiently and effectively according to the university's criteria regarding quality, price, quantity, service, and responsiveness, while considering economic, social, and environmental responsibilities.
2. Procurement by the Office of Academic Support and Services must be transparent, fair, and auditable, complying with relevant laws and regulations.
3. The Office of Academic Support and Services must not take advantage of vendors. Procurements will be publicly announced or advertised with complete, accurate, clear, and equal information before proceeding. Channels will be open to receive vendors' opinions and suggestions.
4. There must be a process to prevent, investigate, and address conflicts of interest or favoritism by staff involved in procurement towards certain vendors or individuals associated with receiving benefits.
5. There must be a process to inspect, receive, and deliver goods correctly according to the specified quantities and qualities.

6. Staff of the Office of Academic Support and Services involved in procurement must strictly support and comply with Sisaket Rajabhat University's Procurement Policy.

7. Supervisors of staff involved in procurement must monitor and review compliance with this policy and consider its appropriateness and effectiveness regularly.

This announcement is hereby issued for general acknowledgment.

Announced on September 22, 2023

*Athichart B.*

(Assistant Professor Athichart Boonyotyng)

Director of the Office of Academic Support and Services