Financial Guidelines

for Grantee of Graduate Research Fund

Graduate Research Fund

Funds Allocated by Walailak University to Support Graduate Student Research

Disbursement of Funding for Graduate Research Fund

The expenditure and disbursement of funds must comply with the procedures for spending and the documentation requirements for the disbursement of the university's research funds.

For expenditures, the research advisor is responsible for organizing, reviewing, and overseeing the spending to ensure it aligns appropriately and accurately with the research project. This must be in accordance with the budget framework supporting graduate-level research projects and the university's disbursement regulations.

Expenses Items

Materials

Durable Goods

Remuneration and Wages

Operational Expenses

In the case of procurement of supplies for research and development or academic services, it is not required to comply with the Public Procurement and Supplies Administration Act B.E. 2560, as specified in the document No. กค(กวจ)0405.2/ว122

For durable goods, actions must comply with Circular No. 32 75040506/ 295/2567 regarding the guidelines for procuring durable goods under projects for academic services, research, welfare funds, and external support funds integrated into the budget system during the fiscal year.

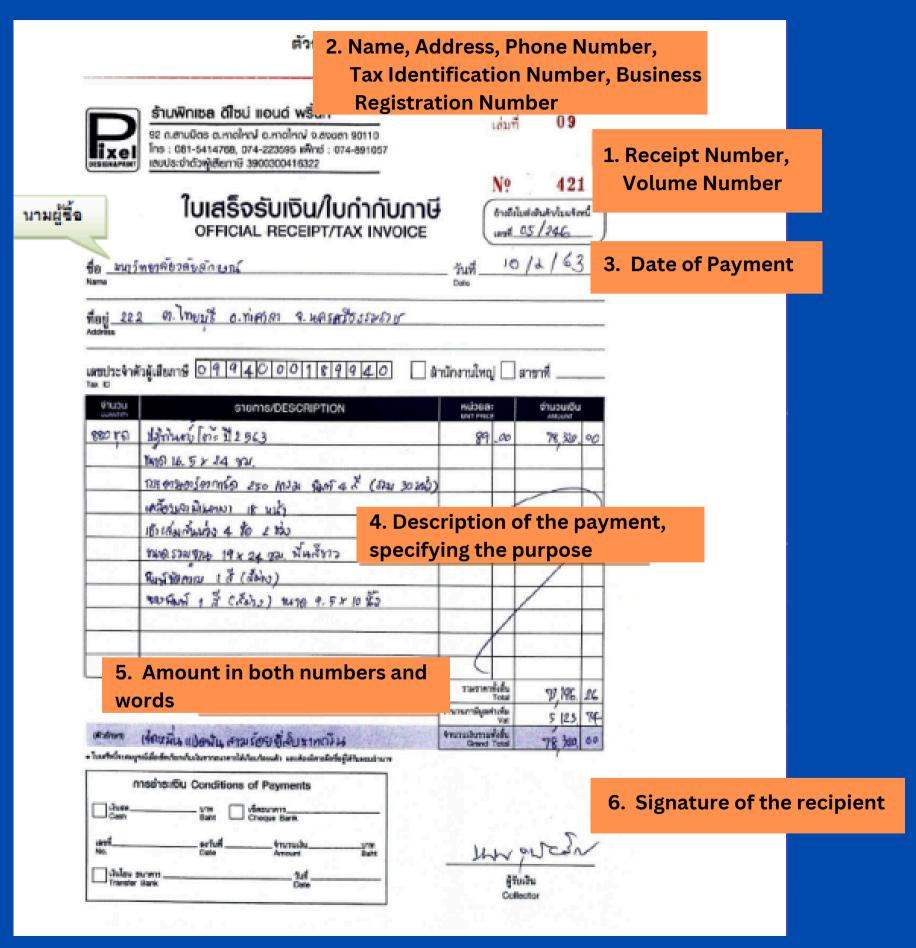
Supporting Documents for Disbursement

Receipt/Invoice

Must be complete and include:

- 1. Receipt Number, Volume Number
- 2. Name, Address, Phone Number, Tax Identification Number, Business Registration Number
- 3. Date of Payment
- 4. Description of the payment, specifying the purpose
- 5. Amount in both numbers and words
- 6. Signature of the recipient

Example



Replacement of Receipt

To be used in conjunction with an incomplete receipt or cash bill, or as a self-certification by the payer, confirming that the payment was made for the specified purpose

Example



มหาวิทยาลัยวลัยลักษณ์ ใบรับรองแทนใบเสร็จรับเงิน

ที่

วัน เดือน ปี	รายละเอียด	จำนวนเงิน		หมายเหตุ
		(บาท)		
	ตัวอักษร ()

ขอรับรองว่ารายการจ่ายข้างต้น ไม่อาจเรียกเก็บใบเสร็จรับเงินจากผู้รับได้ และข้าทูเจ้าได้จ่ายไปในงานของ ม.วลัยลักษณ์

ลงชื่อ		
	()	
คำแหน่ง		
สังกัด		



Walailak University

Replacement for Receipt

Issued by Walailak University

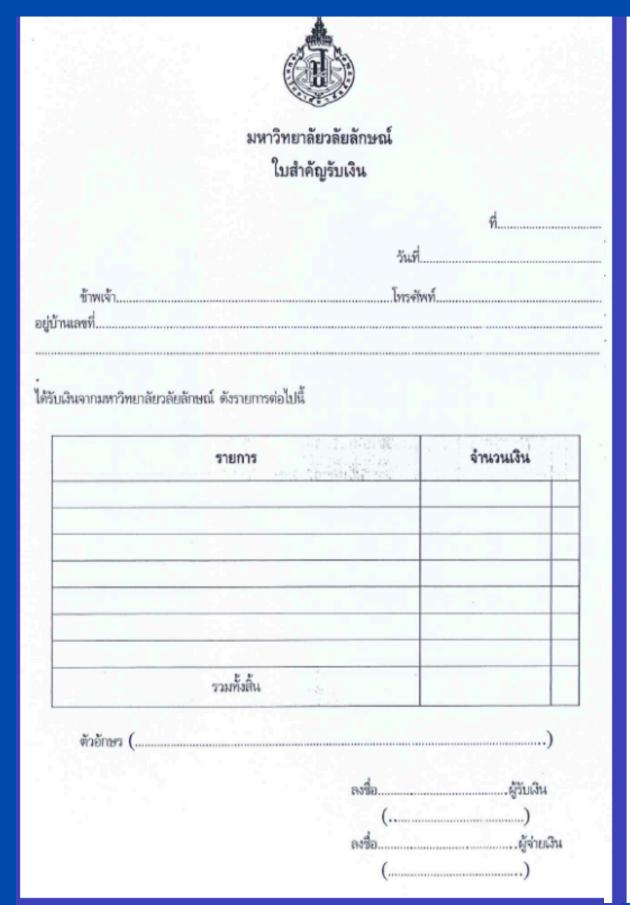
Date	Items	Amount	Note
		(baht)	
	Total:		

Amount in Words ()	
certify that for the above purchase(s) it was n	ot possible to obtain a receipt / receipts from the	
endor, and that I made payment for official university expenditure only.		
Sign	sture	
	()	

Receipt

Used in cases where the recipient cannot issue a receipt or cash bill, such as for remuneration, wages, or service fees. A copy of the recipient's ID card must be attached.

Example





Walailak University

Receipt

Date:	
Title:	

This is to confirmed that I have received payment(s) from Walailak University for

List of Items	Amount (Baht)		Note
Sum Amount			

r	()
	Signature
	()
	Signature Officer making cashier payme
	()

Note: A copy of ID Card or Passport Verifying true Copy is required

Storage of Expense Documentation

According to Walailak University Regulations on Finance and Property B.E. 2566, Section 23 states that

accounting documents and property records must be organized for easy inspection and kept for no less than 10 years.