



# INTERNAL MEMORANDUM

TO: Director *Approved by the Director* *Syngul 2/10/20* DATE: 2 October 2020

THROUGH: Deputy Director... (Administration and Communication) *W 2 Oct 2020*  
Finance Manager *Banhamt 2/10/2020*  
Administration Manager *M 2/10/2020*

FROM: Knowledge Management Manager *SAM 2/10/20* REF:  
Information Technology Officer *Jhanit 2/10/20*

SUBJECT: IT Budget Allocation for FY 2020-2021 (1 July 2020-30 June 2021)

Cc:

Dear Director,

Regarding the new FY 2020-2021, the Finance Manager has confirmed that the IT budget for FY 2020-2021 (1 July 2020 – 30 June 2021) is 375,000.00 Baht (USD 12,097).

As preliminarily agreed by the Director and the Deputy Director for Administration and Communication at the IT Security Plan Meeting in September 2020, the budget allocation for IT in FY 2020-2021 should be more focused on upgrading the IT equipment of staff for productivity and the development of SEAMEO Secretariat's Studio which is necessary for conducting extensive online programmes and various multimedia development.

In this regard, we would like to propose the overall IT Budget Allocation for FY 2020-2021 as follows:

Please note that for the approval of each item as in the above table, the KM Office will need to propose the memo for the individual item again.

Items	Baht	USD	Note
<b>1. Server components and network equipment replacements</b>	<b>70,000.00</b>	2,258.00	
<b>2. SEAMEO Secretariat's studio</b>			
a. Video camera	44,500.00		(These expenses have approved in the memo dated 15 Sept 2020 and 17 Sept 2020)
b. Extra battery for video camera	8,500.00		
c. Wireless (1set)	21,000.00		
d. Lighting set	10,000.00		
e. Camera hard case	6,500.00		
f. Smart TV (50")	25,000.00		
g. Monitor stand (Portable)	4,000.00		
h. Elgato Game Capture HD60S Software (For the video camera)	<u>6,500.00</u>		
	<b><u>126,000.00</u></b>	4,065.00	
<b>3. Upgrading the staff's IT equipment</b>			
a. Notebook for video and graphic design	79,900.00		Purchased and memo

Items	Baht	USD	Note
b. External drive for Director	5,900.00		dated 3 July 2020 Purchased and memo dated 23 July 2020
c. Monitor screen for Director	3,650.00		
d. Upgrading CPU of POIII, POIV, ES, ITO	34,000.00		
e. Monitor screen for video and graphic design	<u>20,000.00</u>		
	<b><u>143,450.00</u></b>	4,627.00	
<b>4. Miscellaneous</b>	<b>35,550.00</b>	1,147.00	
<b>Total Budget for FY2020-2021</b>	<b>375,000.00</b>	12,097.00	

Thank you very much for your consideration and approval.

*San 2/10/20*  
*Shanitt 2/10/20*