



**TECHNICAL UNIVERSITY OF MOMBASA**

**SCHOOL OF BUSINESS**

**MANAGEMENT SCIENCE DEPARTMENT**

**COURSE/CLASS:** BACHELOR OF COMMERCE-PROC Y3S2 s 2013/JAB, Y3S1  
s2014/EV, Y3S2m2014/EV

**UNIT CODE:** BPC 4306

**UNIT NAME:** PROCUREMENT RECORDS MANAGEMENT

**SERIES:** MAY, 2016

**PAPER DURATION:** 2 HOURS

**NO OF STUDENTS:** 100

**INSTRUCTIONS TO CANDIDATES:**

Answer question ONE (Compulsory) and any other TWO questions.

## **QUESTION ONE.**

- Q1. (a) Highlight any **FIVE advantages** of **automated procurement records** that the organizations that have installed and operated them can benefit from. (10 marks)
- (b) Outline any **FIVE areas of importance of good, well-maintained and readily available procurement Records.** (10 marks)
- (c) State and explain very briefly any **FIVE qualities** of **staff** charged with **keeping Procurement Records.** (10 marks)
- Q2. (a) Identify and explain briefly any **FIVE Records Storage Equipment** that should be bought, install and used in keeping the procurement Records safe and neat throughout their life spans. (10 marks)
- (b) Clearly, bring out any **FIVE features** of a **good filing classification system** (10 marks)
- Q3.(a) Highlight the **FOUR support documents** which accompany a **Pay Voucher** and be **confirmed** to be **correct** before payment can be made against it. (8 marks)
- (b) Outline the **SIX activities** that should be known and done in the **sound control and management closed procurement records.** (12 marks)
- Q4. (a) Briefly, describe any **FIVE threats/hazards** to **good Procurement Records Keeping/Maintenance.** (10 marks)
- (b) Highlight any **FIVE theft precautions** you should put in place and enforce to ensure no records whatsoever get **stolen** (10 marks)
- Q5. (a) Outline any **FIVE protective measures** you should put in place and enforce to ensure **classified procurement records** remain safe and intact. (10 marks)
- (b) Choose and explain briefly any **FIVE roles** of a **Procurement Records Manager** (10 marks)