

PAPER B



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) Choose and explain very briefly any **SIX qualities/essentials** of **Sound Procurement Records** which can make them be enforceable by law courts in settling disputes that may arise at work. **(12 marks)**
- (b) Briefly, describe any **THREE well-known problems/difficulties** likely to be met and handled in using **automated procurement records**. **(6 marks)**
- (c) Clearly, bring out any **SIX areas of co-operation/support** between the **very senior Top Management** and the **procurement staff** in charge of keeping and availing procurement records for use. **(12 marks)**
- Q2. (a) State and explain very briefly the **FIVE areas of importance** of a **good filing classification** **(10 marks)**
- (b) Highlight any **FIVE functions** of a **good Procurement Records Management Unit**. **(10 marks)**
- Q3. (a) Highlight any **FIVE consequences/problems of failing to keep adequate, relevant procurement records** to be referred to and used in handling the normal procurement matters **(10 marks)**
- (b) Select and explain very briefly any **FIVE general needs/purposes** for keeping and availing **records** for use in a well-run organization **(10 marks)**
- Q4. (a) Highlight any **SEVEN basic files security guards** you should know and exercise to ensure all the Procurement Records remain safe and available for use throughout their life span. **(14 marks)**
- (b) Clearly, bring out the **THREE water precautions** you should know and exercise to ensure no water or moisture reaches any **procurement Records** where they are kept. **(6 marks)**
- Q5. (a) Payment for goods and services get initiated by raising a **Payment Voucher** by the Accounting Unit once the procurement Department certifies the invoices and the delivery notes. Accordingly, outline any **FIVE contents** of a normal **Payment Voucher** **(10 marks)**
- (b) "Fire is a very good **servant** but a very bad **master**". Accordingly, highlight any **FIVE preventive and control measures** you would put in place and administer to ensure that any procurement Records kept do not get affected by **adverse effects of fire out break or burning**. **(10 marks)**