



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

MANAGEMENT SCIENCE DEPARTMENT

COURSE/CLASS: BACHELOR OF COMMERCE (PROC)
Y3S1s2014/ Jab, Y3S1 M2015/PT, & Y3S2J2015/PT

UNIT CODE: BPC 4306

UNIT NAME: PROCUREMENT RECORDS MANAGEMENT

SERIES: DECEMBER, 2016

PAPER DURATION: 2 HOURS

INSTRUCTIONS TO CANDIDATES:

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

Q1. (a) “Everything at work or in private life made by a human being has its own good and bad sides regardless of what it is”

In the above context, highlight the **SIX disadvantages** of **computerized/automated Procurement Records**. (12 marks)

(b) Choose and explain very briefly any **FIVE areas** of **importance** of **good relevant** and **well-maintained Procurement Records** (10 marks)

(c) Outline the **FOUR basic support documents** that any **paying authority** should call for and go through before making payment against any **payment voucher** presented to him (8 marks)

- Q2. (a) “Fire is a very good servant but a very bad master” As a senior Procurement Records Management Staff in charge of collecting, arranging and keeping procurement records safe until they get disposed of at the end of their life span, identify and explain any **SIX fire precautionary measures** against fire outbreak or controlling any burning from spreading everywhere **(12 marks)**
- (b) “Every organization has well laid down and known policies for handling all employment matters as and when they arise.” State and explain very briefly the **FOUR Procurement Records Policy Statements** that every Procurement Records keeping staff should know and follow in the course of doing his/her work duties **(8 marks)**
- Q3. (a) Clearly, bring out any **FIVE areas of co-operation/support** between the senior management Staff in an organization and the relevant Procurement Records Management Staff **(10 marks)**
- (b) Briefly, describe any **FIVE areas of importance of** a good Procurement Records management **filing classification** **(10 marks)**
- Q4. (a) Choose and explain briefly any **FIVE consequences/problems** of failing to keep and availing for use adequate, relevant, accurate Procurement Records **(10 marks)**
- (b) Outline the **FIVE development factors** you should think of and put into account in **developing good computerized /automated Procurement Records** **(10 marks)**
- Q5. (a) Highlight any **FIVE measures** you would put in place and enforce to ensure **proper protection** of all the **classified Procurement Records** **(10 marks)**
- (b) Briefly, describe any **FIVE functions** of a good Procurement Records Management Unit **(10 marks)**