



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

NO OF STUDENTS: 150

INSTRUCTIONS TO CANDIDATES:

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

PAPER B

- Q1. (a) All the stakeholders who visit any modern organization feel happy when they see computers being used for collecting, arranging, keeping and availing relevant organizational records for the necessary uses or purposes which make them go there. In the above context, highlight any **FIVE advantages of computerized/ automated Procurement Records** (10 marks)
- (b) Outline any **FIVE qualities** that Procurement Records keeping staff should have in order to do their work effectively, efficiently and successfully. (10 marks)
- (c) An auditor has been appointed to go through the existing Procurement records to confirm that they are well- kept, accurate, relevant and frequently updated. Identify and explain very briefly any **FIVE indicators** he needs to look for to **confirm failures** to manage Procurement Records effectively and efficiently by the relevant Procurement records Staff (10 marks)
- Q2. (a) Good Procurement Records Management Staff should always take steps to keep all Procurement Records safe and available for use until their life span ends/expires. State and explain very briefly any **FIVE basic procurement files security guards** to be put in place and administered for their own safety and availability for use until they expire. (10 marks)
- (b) Once Procurement records have become outdated/obsolete/inactive, they get transferred to and kept safely in a **Closed Procurement Records Room**. Accordingly, highlight any **FIVE roles** played by a **closed Procurement Records Room** in keeping closed Procurement records safe and available for use/reference as and when the need arises. (10 marks)
- Q3. (a) Briefly, describe any **FIVE Procurement records Storage equipment** that should be bought and used in preserving procurement Records safely until they get disposed of at the end of their life span (10 marks)
- (b) Highlight the **FIVE contents** of a **Motor Vehicle** procurement record (10 marks)
- Q4. (a) Choose and explain briefly any **FIVE features** of a **good filing classification** that you should consider and incorporate in a good filing system (10 marks)
- (b) Highlight any **FIVE factors** that Procurement Records Management system and Information technology Department should consider and incorporate in a **good Procurement Records Management Software** (10 marks)
- Q5. (a) Records theft poses a real threat to any organization's recorded information but it gets motivated by cash gain, forgery, withholding or complete loss/destruction of the information they contain to the detriment of the organizations and the individuals

involved. In the above context, outline any **FIVE procurement records THEFT precautions** you should put in place and enforce to ensure the relevant Procurement records remain safe and intact until their life span ends. **(10 marks)**

(b) Financial/Accounting and Procurement Records are very closely interdependent in their functions and objectives. State and briefly explain any **FIVE general principles** of Managing **Financial and Accounting Records** **(10 marks)**