



## GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **THREE**  
**FIRST** SEMESTER EXAMINATION

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

COURSE CODE: BBM 341

COURSE TITLE: PROCUREMENT RECORDS MANAGEMENT

EXAMINATION DURATION: 3 HOURS

**DATE: 07/12/17**

**TIME: 2.00-5.00 PM**

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### INSTRUCTION TO CANDIDATES

- The examination has SIX (6) questions
- Question ONE (1) is COMPULSORY
- Choose any other THREE (3) questions from the remaining FIVE (5) questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of TWO (2) printed pages

*please turn over*



### QUESTION ONE (COMPULSORY)

- (a) It is important to conduct a risk analysis in order to discover and evaluate potential hazards and take protective measures. Explain threats that procurement records are vulnerable to [10 marks]
- (b) Outline the remedies that should be adopted to mitigate the threats above, [5 marks]
- (c) Explain the general principles of managing a financial and accounting records [10 marks]

### QUESTION TWO

- (a) The Public procurement and oversight authority (PPOA) is an independent regulatory body established under the public procurement and disposal Act. (2005). Explain the mandate of Public Procurement and Oversight Authority. [10 marks]
- (b) Outline the functions of PPOA [5 marks]

### QUESTION THREE

- (a) A large organization has its procurement entities that generate records in a large scale and with several units responsible for keeping and controlling records. Enumerate such units [10 marks]
- (b) Explain the responsibilities of a records management unit [5 marks]

### QUESTION FOUR

- (a) The records office controls and monitors the movement and use of a file or a document within a department. Describe the purpose of controlling and monitoring of a file movement. [10 marks]
- (b) Explain the common challenges that are frequently observed with regard to file classification schemes for most public organization [5 marks]

### QUESTION FIVE

- (a) Procurement Entities, intending to adopt electronic records management system should develop an electronic records management strategy. Explain the scope of the strategy, [5 marks]
- (b) Briefly discuss the rationale for automating procurement records in an Organization [10 marks]

### QUESTION SIX

- (a) Describe the components of records management that can be incorporated in an organization strategic plan [10 marks]
- (b) Highlight the objectives of records retention and disposal schedule [5 marks]

