



GARISSA UNIVERSITY COLLEGE

(A Constituent College of Moi University)

**UNIVERSITY EXAMINATION 2016/2017 ACADEMIC YEAR THREE
SECOND SEMESTER EXAMINATION**

SUPPLEMENTARY/SPECIAL 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: 26/09/17

TIME: 2.00-5.00 PM

INSTRUCTION TO CANDIDATES

- **The examination has FIVE (5) 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

Supplementary / special exam

1

please turn over

Good Luck – Exams Office



QUESTION ONE (COMPULSORY)

- (a) Explain the principles of managing financial and accounting of records in an Organization [10 marks]
- (b) Identify with explanation the major threats that the procurement files and documents are mostly vulnerable to [5 marks]
- (c) Explain the precautions that should be taken against fire for appropriate fire prevention and equipment [10 marks]

QUESTION TWO

- (a) The procedures manual spells out the systems and structures required to be in place for creation and maintenance of authoritative, reliable and accessible records. Explain the scope of procedure manual. [10 marks]
- (b) Identify the record keeping requirements under the PPDA(Public Procurement and Disposal Act) [5 marks]

QUESTION THREE

- (a) Organizations need to create and maintain authentic and reliable records and to protect the integrity of those records as long as they are required. Elaborate on these records: [10 marks]
- (b) As the chief procurement officer of Garissa county government, suggest to your staff the records management functions that should be automated [5 marks]

QUESTION FOUR

- (a) Justify the importance of automating the procurement functions [10 marks]
- (b) The government is in the process of streamlining the legal requirements for electronic records thro, the Kenya communication amendments bill 2008, highlight any five issues that should [5 marks]

QUESTION FIVE

- (a) The breakdown of record keeping system has serious consequences. explain the some of the indicators of failure to manage the records effectively [10 marks]
- (b) The procurement unit should establish and maintain a closed records room (archives) whose objective will receive and maintain closed procurement records. In this regard, establish the role of the closed room. [5 marks]

