

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF  
BACHELOR OF PROCUREMENT AND LOGISTICS MANAGEMENT**

**BPLM 325: PROCUREMENT RECORDS MANAGEMENT**

**STREAMS: Y3 S1**

**TIME: 2 HOURS**

**DAY/DATE: TUESDAY 6 /07/ 2021**

**11.30 AM – 1.30 PM**

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**INSTRUCTIONS:**

- Answer Question One (Compulsory) and any other Two Questions

**QUESTION ONE**

- a) Explain 5 types of procurement records that are preserved permanently in an organization. [10 Marks]
- b) Enumerate FIVE competency skills that a procurement records manager should possess. [10 Marks]
- c) Procurement records are preserved for at least 6 years in the public sector. Discuss. [4 Marks]

**QUESTION TWO**

- a) Explain 5 contents of a tender document as used by procuring entities in the public sector. [10 Marks]
- b) JUSTIFY FIVE benefits of preserving procurement records in a computerized form. [10 Marks]

**QUESTION THREE**

- a) Evaluate the responsibilities of the stores manager with respect to procurement records. [10 Marks]
- b) Explain FIVE factors to consider when assigning reference numbers to procurement documents. [10 Marks]

**QUESTION FOUR**

a) Managing procurement records is a performance issue in organizations today. Give FIVE justifications to this statement using examples. [10 Marks]

b) Explain 5 examples of records preserved by the transport department in an organization. [10 Marks]

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