

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

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

**BPLM 325: PROCUREMENT RECORDS MANAGEMENT**

**STREAMS: BPLM Y3S2**

**TIME: 2 HOURS**

**DAY/DATE: THURSDAY 12/04/2018**

**11.30 A.M. – 1.30 P.M.**

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**INSTRUCTIONS:**

- **Answer question ONE (compulsory) and any other two questions.**

**QUESTION ONE**

- (a) Explain the procedure for tracing missing files in the procuring entity. (10 marks)
- (b) Transferring of files from the procurement department for achieving follows a given procedure. Discuss. (10 marks)
- (c) Enumerate the circumstances under which records may be destroyed by the record centre. (4 marks)
- (d) Managing procurement records requires the organization puts in place security measures at all times. Discuss some of these measures. (6 marks)

**QUESTION TWO**

- (a) Discuss the symptoms of difficulties in the records office. (10 marks)
- (b) Using relevant examples, explain the key features of a procurement records management system. (10 marks)

**QUESTION THREE**

- (a) Section 68(1) of the Public Procurement Act requires a procuring Entity to keep records for each procurement for at least six years. Discuss the content of procurement records as per the PPADA (2015) (10 marks)

- (b) Good records keeping is an inevitable exercise in procurement. Discuss. (10 marks)

**QUESTION FOUR**

- (a) Discuss the costs incurred by a procuring entity as a result of poor record keeping practices. (10 marks)
- (b) Explain the symptoms that a record office needs attention from a procurement manager. (10 marks)
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