

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

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

BPLM 325: PROCUREMENT RECORDS MANAGEMENT

STREAMS: Y3S1

TIME: 2 HOURS

DAY/DATE: TUESDAY 18/4/2023

8.30 A.M. – 10.30 A.M.

**INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER
TWO QUESTIONS**

QUESTION ONE

- a) Explain 5 personal skills that a procurement records manager MUST possess. (10 marks)
- b) Enumerate FOUR circumstances under which a procurement record may be unretrievable. (8 marks)
- c) Evaluate THREE reasons that may prompt an organization to preserve procurement records permanently in an organization. (6 marks)
- d) Explain 3 ways to safely protect records against rodents in procurement. (6 marks)

QUESTION TWO

- a) Explain 5 contents of a tender document clearly indicating the importance of each content. (10 marks)
- b) Using relevant examples, explain the extent to which digitizing procurement records would improve the performance of a firm. (10 marks)

QUESTION THREE

- a) Evaluate the functions of a registry with respect to procurement records management. (10 marks)
- b) Discuss the process of assigning a reference number to a procurement invitation to Tender advertisement in local diaries. (10 marks)

QUESTION FOUR

- a) Explain FIVE weaknesses of a file classification scheme in procurement. (10 marks)
- b) Explain FIVE indicators of good records keeping in a procuring entity. (10 marks)

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