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**GARISSA UNIVERSITY**

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

**THIRD 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: 08/08/18 TIME: 09.00-11.00 PM**

**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)**

1. Planning and proper analysis of the manual system must be done before computerization. It will defeat the objectives of automation if a dysfunctional and inefficient paper-based records keeping system is automated. Explain five requirements that need to be available in the manual system before the system can be automated **[5 marks]**
2. Procurement records play a significant role as evidence of purchases of goods and services in both private and public entities. State and explain five Importance of maintaining procurement records **[10 marks]**
3. There are various types of threats to the Safety and security of Procurement files and documents. Giving examples, discuss any five such threats **[10 marks]**

**QUESTION TWO**

1. Highlight the two major means of protecting electronic records **[1 mark]**
2. A record goes through a life cycle consisting of three phases: active or current, semi-current and inactive or non-current phase. Discuss these three phases **[6 marks]**
3. Discuss eight measures that companies can adopt to safeguard procurement records **[8 marks]**

**QUESTION THREE**

1. There are immense benefits that arise as a result of computerization/automation of procurement records. Explain five benefits **[5 marks]**
2. Discuss any five common methods of computer security employed to ensure the safety of procurement records **[10 marks]**

**QUESTION FOUR**

1. There are three major options in the acquisition of records management software, discuss the three options **[9 marks]**
2. The ICT manager is responsible for the installation and maintenance of an electronic records management program. Explain any six other specific roles of the ICT manager **[6 marks]**

**QUESTION FIVE**

1. Explain five areas of procurement records management can be automated in an organization [**5 marks]**
2. Procurement files must cover all the key stages of procurement including tender preparation, tender invitation, submission, evaluation, adjudication, notification, award, and evidence for receipt of and payment for goods/services. Explain five other key sections in procurement that require files **[10 marks]**

**QUESTION SIX**

1. Explain any seven factors a company should take into consideration when a selecting records management software **[7 marks]**
2. Highlight eight responsibilities of a records management officer **[8 marks]**