



Technical University of Mombasa

Faculty of Applied and Health Sciences

DEPARTMENT OF **PURE AND APPLIED SCIENCES**

DIPLOMA IN ANALYTICAL CHEMISTRY

(DAC 12S)

ACH 2211: LABORATORY MANAGEMENT

SPECIAL/SUPPLEMENTARY: EXAMINATIONS

SERIES: OCTOBER 2013

TIME: 2 HOURS

INSTRUCTIONS:

You should have the following for this paper

- *Answer booklet*

This paper consists of **FIVE** questions.

Answer Question **ONE (compulsory)** and any other **TWO** questions

This paper consists of 2 PRINTED pages

Question ONE

- a) Define the following terms
 - (i) Credit note (2marks)
 - (ii) Debit note (2marks)
- b) State FOUR reason why manager delegate authority to subordinate (4marks)
- c) Outline the steps hundreds in controlling function (4marks)
- d) State FOUR advantages of central store (4marks)
- e) Explain the followings documents as used in purchasing of goods (4marks)
- f) State FOUR qualification which a purchase officer should have (4marks)
- g) List any SIX pieces of pieces of information contained in catalogue (6marks)

Question TWO

- a) Explain the format of recording laboratory material in note book (10marks)
- b) State FIVE roles of storekeeper (5marks)

Question THREE

Compare and centralized and decentralized purchase system (15marks)

Question FOUR

- a) Define the term for code and importance of bar code render (6marks)
- b) Illustrate schematic of compute/ bar code render system (6marks)
- c) Explain any THREE types of tender (5marks)

Question FIVE

Describe the procedure of purchasing food from overseas supplier (15marks)