



**TECHNICAL UNIVERSITY OF MOMBASA**  
***Faculty of Business & Social Studies***

DEPARTMENT OF BUSINESS STUDIES

CERTIFICATE IN STORES MANAGEMENT

**BPC 1101: ELEMENTS OF STORES**

SPECIAL/SUPPLEMENTARY EXAMINATIONS

**SERIES:** FEBRUARY 2015

**TIME:** 2 HOURS

**INSTRUCTIONS:**

- This paper consists of **FIVE** questions.
- Answer question **ONE (Compulsory)** and any other **TWO** questions.

***This paper consists of Two printed pages.***

### **QUESTION 1 (Compulsory)**

- a) Explain **FIVE** steps in a standard procurement cycle. **(10 marks)**
- b) Describe the structure of a procurement document. **(10 marks)**
- c) Give **FIVE** functions of the purchasing department. **(10 marks)**

### **QUESTION 2**

- a) With appropriate examples explain the main types of stock. **(10 marks)**
- b) Outline **FIVE** benefits that may accrue to a organization that is involved in electronic record keeping. **(10 marks)**

### **QUESTION 3**

- a) Describe any **FIVE** security measures that should be put in place to safeguard material loss and damage in stores. **(10 marks)**
- b) Which factors do retailers consider when evaluating an area of the country to locate stores? **(10 marks)**

### **QUESTION 4**

- a) Briefly explain **FIVE** contents of a purchase order. **(10 marks)**
- b) Describe **FIVE** activities that may take place in the post ordering phase of purchasing. **(10 marks)**

### **QUESTION 5**

- a) Briefly discuss **FIVE** basic functions in management of stores. **(10 marks)**
- b) Give **FIVE** advantages of manual record keeping. **(10 marks)**