



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

DEPARTMENT OF BUSINESS STUDIES

CERTIFICATE IN STORES MANAGEMENT

**BPC 1101: ELEMENTS OF STORES**

END OF SEMESTER EXAMINATIONS

**SERIES:** APRIL 2015

**TIME:** 2 HOURS

**INSTRUCTIONS:**

- This paper consists of **FIVE** questions.
- Answer question **ONE (Compulsory)** and any other **TWO** questions.
- Do not write on the question paper

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

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

- a) Give **FIVE** functions of the purchasing department and explain them. **(10 marks)**
- b) Explain **FIVE** roles of stores management in an organization. **(10 marks)**
- c) Describe the purchasing procedure that an organization goes through upto the point of acquisition of materials. **(10 marks)**

### **QUESTION 2**

- a) Discuss any **FIVE** types of purchasing records. **(10 marks)**
- b) With appropriate examples explain the **FOUR** main types of stock. **(10 marks)**

### **QUESTION 3**

- a) Outline **FIVE** benefits that may accrue to an organization that is involved in electronic record keeping. **(10 marks)**
- b) Give **FIVE** advantages of manual record keeping. **(10 marks)**

### **QUESTION 4**

- a) Discuss any **FIVE** stores handling equipments used in warehouses today. **(10 marks)**
- b) Explain the typical dispatching procedures in an organization. **(10 marks)**

### **QUESTION 5**

- a) Briefly explain **FIVE** factors which you would advise a retailer to consider when evaluating an area to locate stores. **(10 marks)**
- b) Discuss **FIVE** factors that should be considered to ensure safety in the warehouse. **(10 marks)**