



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF HOSPITALITY & TOURISM MANAGEMENT

UNIVERSITY EXAMINATION FOR THE DEGREE OF:

BACHELOR OF SCIENCE IN TOURISM MANAGEMENT (BTHM S14)

BHH 4307 : HOTEL SUPPLIES AND PURCHASING MANAGEMENT

SERIES: SEPT. 2017

TIME:2HOURS

DATE:19Sep 2017

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. AttemptChoose instruction.

Do not write on the question paper.

SECTION A (Answer all the questions)

30 POINTS

QUESTION ONE

(a). Explain why Purchasing is said to be a complicated undertaking for the organization (15 Marks)

(b). you have been appointed the purchasing manager of a firm, Set up receiving guidelines to guide the receiving department (15Marks)

SECTION B (Answer only TWO questions)

QUESTION TWO

(a). State and briefly explain FIVE factors affecting production needs in an organization. (10 marks)

(b). You have been given the responsibility of orienting all new staff in the purchasing department. Set up an orientation guideline for them (10 Marks)

QUESTION THREE

(a). Explain the following terms.

- i). Perishable goods (2 marks)
- ii). Staple Goods (2marks)
- iii). Quality Standards (2 marks)
- iv). Formal Buying (2 Marks)
- v). Informal Buying (2 Marks)

(b) Explain five prerogatives of a purchasing manager (10 Marks)

QUESTION FOUR

(a) Design a purchase specification for a commodity of your choice (10 Marks)

(b) Discuss FIVE responsibilities of the purchasing Manager of a large organization (10 Marks)

QUESTION FIVE

Explain TEN essential information to be found in every purchase order. (20 Marks)