



# TECHNICAL UNIVERSITY OF MOMBASA

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SCHOOL of Applied and Health Sciences

Department of Pure & Applied Sciences

**UNIVERSITY EXAMINATION FOR**

**DIPLOMA IN ANALYTICAL CHEMISTRY**

**DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY**

Ach 2206 laboratory management (DAC 23S/ dslt 23s)

END OF SEMESTER EXAMINATION(Supplementary)

**SERIES:DEC 2024**

**TIME:2HOURS**

**DATE : / / 2024**

## Instructions to Candidates

You should have the following for this examination

*Answer Booklet, examination pass and student ID*

This paper consists of **five** questions. Attempt question ONE (Compulsory) and any other TWO questions.

**Do not write on the question paper.**

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|---|---------|
| a) (i) List most common sources of information regarding suppliers                | 2 mark  |
| (ii) Identify potential supply options for any new requirement of an organization | 2 marks |
| b) (i) Name THREE types of catalogue  | 3 marks |
| (ii) Explain the meaning of tender amount   | 1 mark  |
| c) (i) Differentiate between quotation and estimate                               | 2 marks |
| (ii) Explain the meaning of centralized purchasing                                | 2 marks |
| d) (i) State THREE uses of a proforma invoice                                     | 3 marks |
| (ii) Explain the term packing slip  | 1 mark  |
| e) (i) Name THREE types of inventory records                                      | 3 marks |
| (ii) Define the term delivery note  | 1 mark  |
| f) (i) State the meaning of tender amount   | 2 marks |

- (ii) Define a catalogue 1 marks
- g) (i) State THREE functions of laboratory inventory 3 marks
- (ii) Define the term purchasing order 2 marks
- h) Describe the meaning of a contract 2 marks

**Question TWO**

- a) Explain the SEVEN steps of sourcing strategy 7 marks
- b) State various advantages of centralized procurement 5 marks
- c) Discuss preventive maintenance of laboratory equipment 3 marks

**Question THREE**

- a) Discuss negotiated tendering process 6 marks
- b) Discuss the objectives of good storekeeping 5 marks
- c) State conditions that determine the refusal of delivery 4 marks

**Question FOUR**

- a) Explain factors that influence purchase decisions 6 marks
- b) Describe the functions of a store 6 marks
- c) Discuss disadvantages of centralized procurement 3 marks

**Question FIVE**

- a) Describe functions of the store 6 marks
- b) Describe various types of preventive maintenance 5 marks
- c) Discuss the information to be included in a credit memo 4 marks