

(ii) Your supervisor gave you the following list of items to record on the stock control card:-

- 60 one-litre bottles of dish washing liquid – order No. 210A6 received 3 April 2012.
- The marketing department completed a requisition for 40 bottles of dish washing liquid on 14 April 2012.
- 100 one-litre bottles of dish washing liquid – order No. 6D120 was ordered on 28 April 2012.

Copy the stock control card given below in your answer booklet and use the information above to complete it.

STOCK CONTROL CARD

DISH WASHING LIQUID

Date	Order No.	Received	Used Total	Balance

(3 marks)

Total 15 marks

Office Adminstraton Cxc Paper 23

Ensheng Dong



Office Adminstraton Cxc Paper 23:

Heinemann Office Procedures for CXC Alan Whitcomb, Gill Clarke, 2000 Key features of this book include thorough coverage of all the key concepts in office procedures complete and thorough coverage of the current CXC syllabus obviating the need to use several texts detailed guidance for the SBA component of the syl CIS Annual ,1984 **National Income and Product Statistics of the United States** ,1946 **The British National Bibliography** Arthur James Wells, 1992 **CIS/annual** Congressional Information Service, 1983 *The Papers of Clarence Mitchell, Jr: 1944-1946* Clarence Maurice Mitchell, 2005 Clarence Mitchell Jr was the driving force in the struggle for civil rights in America Volumes I and II part of the projected five volume The Papers of Clarence Mitchell Jr document Mitchell s crucial role during the Roosevelt years of getting the Congress to join the courts and the president in upholding the Constitutional rights of all Americans **Commerce Business Daily** ,1998-07 *Reports from Committees* Great Britain. Parliament. House of Commons, 1870 *Notes and Queries: A Medium of Inter-Communication for Literary Men, Artists, Antiquaries, Genealogists, Etc* ,1855 **Gardeners' Chronicle** ,1851 U.S. Direct Investment Abroad ,1999 **"The" Illustrated London News** ,1854 *Notes and Queries* ,1855 **The Gardeners' Chronicle and Agricultural Gazette** ,1851 **Lois de la procédure civile et administrative** Guillaume Louis Julien Carré, 1862 **The Europa World Year Book 2003** Europa Publications, 2003 First published in 2003 Routledge is an imprint of Taylor Francis an informa company **White Paper on Education Reform for Barbados** ,1995 *International Books in Print* ,1990 The Law Times ,1858 *Engineering Record, Building Record and Sanitary Engineer* Henry Coddington Meyer, Charles Frederick Wingate, 1894

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