- 6. (a) Identify TWO duties of a clerk in the Purchasing and Stock Control Office. (2 marks)
 - (i) List TWO factors that the purchasing clerk must consider when ordering goods.
 (2 marks)
 - Outline the procedure that a department should follow when making an internal request for supplies that
 - a) are in stock
 - b) are not in stock.

(2 marks)

(c) (i) The stock records at Northern Supplies Company Ltd are updated when items are received or sold.

> As purchasing clerk, you use the record of transactions made to prepare a quarterly report on the value of stock.

> On the form provided as an insert, use the information in the table below to calculate the value of the stock using the FIFO method.

RECEIPTS		ISSUES	
AC-DC		AC DC Motors	
2011		2011	
5 September	10 @ \$50.00	20 October	20
17 October	15 @ \$60.00	22 November	1.2
21 November	12 @ \$40.00	-	-
10 December	12 @ \$70.00		-

(6 marks)

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