

6. (a) Identify TWO duties of a clerk in the Purchasing and Stock Control Office. (2 marks)
- (b) (i) List TWO factors that the purchasing clerk must consider when ordering goods. (2 marks)
- (ii) 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	12
21 November	12 @ \$40.00	—	—
10 December	12 @ \$70.00	—	—

(6 marks)

# Office Administration Cxc Past Papers And Answers

**Léo Pomar**



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**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 syllabus **International Books in Print**, 1990

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