

(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

D Keegan



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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 *CIS Annual*, 1984 *CIS/annual* Congressional Information Service, 1983 *The British National Bibliography* Arthur James Wells, 1992 *National Income and Product Statistics of the United States*, 1946 **Commerce Business Daily**, 1998-07 Reports from Committees Great Britain. Parliament. House of Commons, 1870 **White Paper on Education Reform for Barbados**, 1995 **The Gardeners' Chronicle and Agricultural Gazette**, 1851 **U.S. Direct Investment Abroad**, 1999

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