

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)

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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 *Electronic Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM* Kyle Skeete, 2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete with sample documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

Chemist and Druggist, 1920 **The CARICOM Bibliography**, 1983 **The Athenaeum**, 1898 *Medical Journal of Australia*, 1928 *The Areawide Hospital Planning Process* Douglas R. Brown, 1969 **Nature** Sir Norman Lockyer, 1889 **Parliamentary Papers** Great Britain. Parliament. House of Commons, 1909 *Sessional Papers* Great Britain. Parliament. House of Commons, 1909 *The Journal of Egyptian Archaeology*, 1929 **Hotel World**, 1907 **The Athenæum**, 1875 *Who's Who in California* Sarah A. Vitale, 1983-06 **Marriages and Families** Karen Seccombe, Rebecca L. Warner, 2004 In this fresh more structural alternative to other texts for the marriage and family course Seccombe and Warner provide a comprehensive look at close relationships and the family in just 15 chapters Examining close relationships and families by placing them in social context the authors offer a unique emphasis on the structural and relational aspects of the family with a focus on family resilience The text weaves together a macro view social structural analysis of close relationships with the macro an individualist view The authors demonstrate the interaction of theory and methodology in family studies in Chapter 2 and blend cutting edge research and practical applications throughout Among the highlights of this first edition are the exceptionally thorough exploration of the topics of singlehood and cohabitation in Chapter 7 and the unique six chapter core 8 13 that focuses on all aspects of parenthood and the challenges and crises that families face today The authors emphasis on family resilience and how families can be strengthened is reflected in the Constructing Strong Families boxes that appear throughout the text These features encourage students to apply groundbreaking research on what makes a family strong to their own families and in the concluding chapter Looking Ahead Helping Families Flourish which examines the factors that successful families regardless of ethnicity culture or social class consistently exhibit

Webster's New International Dictionary of the English Language Paul Worthington Carhart, Thomas Albert Knott, William Allan Neilson, 1934 **J. Ramsay MacDonald in Thought and Action** Benjamin Sacks, 1952 *1714-1719* Great Britain. Public Record Office, 1883

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