

STORE KEEPING

EXAMINATION SCHEME

There will be two papers, Papers 1 and 2, both of which will constitute a composite paper, to be taken at one sitting.

PAPER 1: will consist of forty multiple-choice objective questions to be answered within 50 minutes for 40 marks.

PAPER 2: Will consist of six essay questions, out of which candidates will be required to answer any four within 2 hours. All questions will carry equal marks and the paper will carry a total of 80 marks.

SAMPLE QUESTIONS

1. In organizing a store, the storekeeper must consider
 - A. cost paid for goods.
 - B. the nature of goods.
 - C. value of goods.
 - D. obsolete goods.

2. Which of the following documents will be needed when goods are received in the store?
 - A. Debit note.
 - B. Credit note.
 - C. Consignment note.
 - D. Delivery note.

3. Which of the following is **not** important in store layout arrangement?
 - A. Proper layout
 - B. Proper lighting
 - C. Adequate security
 - D. Adequate staffing

4. A warehouse owned and controlled by an independent business firm is called
 - A. bonded warehouse.
 - B. private warehouse.
 - C. public warehouse.
 - D. company warehouse.

5. A document which authorizes the issue of materials for use is
 - A. record requisition.
 - B. materials requisition.

- C. bill requisition.
 - D. maintenance.
6. A purchase requisition will include the following headings **except**
- A. materials description.
 - B. purchase order number.
 - C. stock code number.
 - D. delivery number.
7. The purpose of taking inventory is to
- A. ensure the store is not empty.
 - B. keep the storekeeper busy.
 - C. ensure regular flow of production activities.
 - D. facilitate efficient use of funds

ESSAY

1. (a) Explain five advantages of public warehouse
 - (b) State *five* functions of a warehouse
2. Describe *five* factors to be considered in choosing store layout.
3. Explain the following:
 - (a) Maximum stock level
 - (b) Minimum stock level
 - (c) Economic order quantity

