



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR
FIRST YEAR SECOND SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS
CERTIFICATE IN BUSINESS MANAGEMENT**

COURSE CODE: CBM 010

**COURSE TITLE: STORES AND MATERIALS
MANAGEMENT**

DATE : 20TH AUGUST 2019 TIME : 8.30AM TO 10.30 AM

INSTRUCTIONS TO CANDIDATES

Answer Question ONE and any other THREE Questions

This paper consists of 2 printed pages. Please turn over.

1. (a) Explain **five** factors that an organization may consider when choosing a site to construct a storehouse **(10 marks)**
 (b) Outline **five** purposes of stores coding in the purchasing process **(5 marks)**
 (c) Explain any **five** advantages of centralizing an organization's stores activities **(10 marks)**
2. (a) Briefly explain any **five** functions of a store keeping manager in an organization **(10 marks)**
 (b) Highlight **five** conditions that may influence an organization to use mechanized materials handling equipment in its operation **(5 marks)**
3. (a) Explain **five** factors that an organization may consider when determining the stocktaking method to use in its operations **(10 marks)**
 (b) Highlight **five** documents that the store manager requires during inspection of goods **(5 marks)**
4. (a) Explain **five** benefits that an organization may derive from maintaining effective stock levels in its operations **(10 marks)**
 (b) Outline **five** methods that a storekeeper may use to issue goods to user departments in an organization **(5 marks)**
5. (a) Explain **five** health and safety measures that are required for effective operations of the stores department **(10 marks)**
 (b) Outline **five** reasons that may influence an organization to automate its stock recording operations. **(5 marks)**
6. a) Explain **five** ways in which a store keeper may code commodities in the store **(5 marks)**
 b) briefly discuss the relationship between storekeeping department and other departments in the organization. **(10 marks)**

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