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