

KENYA SCHOOL OF GOVERNMENT

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

AUGUST 2019

PAPER CODE: 702

SUPPLY SERVICES

DATE: THURSDAY, 22ND AUGUST 2019

TIME: 2.00 P.M. – 4.00 P.M. (2 HOURS)

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **two** sections, A and B.
2. Section A consists of **twelve** compulsory questions carrying 40 marks.
3. Section B consists of **four** questions each carrying 20 marks. Answer any **three** questions.
4. Answer all the questions on the answer booklet provided.

SECTION A: COMPULSORY

1. State **three** factors that may cause delays in disposal of goods in an organization. **(3 marks)**
2. State **four** reasons that may account for loss of goods during the receipt process. **(4 marks)**
3. Name **three** categories of goods that may be stored in a stock yard. **(3 marks)**
4. State **three** disadvantages of failing to lot goods during the disposal process. **(3 marks)**
5. List **four** types of information that is contained in a purchase register. **(4 marks)**
6. Miss Pango a stores clerk, noticed that the storehouse had been broken into when she reported for duty. List **three** actions that she should take in this situation. **(3 marks)**
7. Name **three** categories of stock items that a storekeeper should maintain in lockable cabinets in a warehouse. **(3 marks)**
8. List **three** disadvantages of maintaining high level of stock in a public institution. **(3 marks)**
9. State **three** circumstances under which the replacement method may be used to issue goods to users in an organization. **(3 marks)**
10. State **four** aspects of goods that a receipt clerk should verify when inspecting incoming goods. **(4 marks)**
11. As a purchasing clerk, list **four** aspects of the purchase requisition that you would check before submitting the document to the purchasing officer for action. **(4 marks)**
12. State **three** duties of a clerical officer deployed in the receipt section of a supply department **(3 marks)**

SECTION B: ANSWER ANY THREE QUESTIONS

13. (a) Explain **five** components of a procurement plan. **(10 marks)**

(b) Mr. Choka, a purchasing clerk in county X was caught receiving a bribe from one of the suppliers in the county. Outline **five** administrative actions that may be taken against him by the management. **(10 marks)**

14. (a) Explain **five** factors that may influence a buyer to reject goods delivered by a contracted supplier. **(10 marks)**
- (b) Describe **five** steps that a store keeper should follow when issuing goods to the user department in an organization. **(10 marks)**
15. (a) Explain **five** reasons that may lead to understocking in an organization. **(10 marks)**
- (b) Explain **five** reasons that may influence an organization to adopt the random stock location method in its warehousing operations. **(10 marks)**
16. (a) Explain **five** measures that a storekeeper may take to enhance security of goods in a warehouse. **(10 marks)**
- (b) As a stores clerk, you have been included in a team carrying out a board of survey on goods to be disposed off in an organization. Highlight **five** responsibilities that you would be expected to carry out during the exercise. **(10 marks)**