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(*University of Choice*)

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

CAMPUSES: MAIN, BUNGOMA, WEBUYE

UNIVERSITY EXAMINATIONS 2023/2024 ACADEMIC YEAR YEAR TWO SEMESTER TWO

MAIN EXAMINATIONS FOR THE DEGREE OF BACHELOR OF COMMERCE/BACHELOR OF EDUCATION

COURSE CODE: BCB 209

COURSE TITLE: PURCHASING AND SUPPLIES MANAGEMENT

DATE: WEDNESDAY 11TH APRIL 2024 **TIME:** 3.00- 5.00PM

INSTRUCTIONS TO CANDIDATES

1. Answer question ONE **(Compulsory)** and any other TWO questions

TIME: 2 HOURS

MMUST observes ZERO tolerance to examination cheating

This Paper Consists of 2 Printed Pages. Please Turn Over.

QUESTION ONE **(Compulsory)**

a) Outline ten objectives of purchasing and supplies management in an organization. (10marks)
b) Provide a specimen of a purchase requisition raised by user departments in an organization. (10 marks)
c) Under what situations is the buyer likely to reject supplies and materials from the supplier. (10marks)

QUESTION TWO

a) Explain the functions of a purchasing department in a firm. (10marks)
b) Summarize the procedure of tendering system as the most preferred technique of procuring supplies and materials in organizations. (10marks)

QUESTION THREE

a) Highlight the duties and responsibilities of a receiving clerk in the procurement department. (10marks)
b) Describe the key areas that the procurement officer needs to address when executing the planning principle in the context of supply chain management. (10marks)

QUESTION FOUR

a) Explain the limitations of holding too little inventories in an organization. (10marks)
b) Summarize the factors that determine the quantity of supplies and materials that should be purchased and stored for use in a firm. (10marks)

QUESTION FIVE

a) Outline the advantages of a centralized purchasing function in an organization. (10marks)
b) Show the situations under which supplier appraisal is necessary in an organization. (10 marks)