

OFFICE PRACTICE (DES 1103)

LECTURE : 6

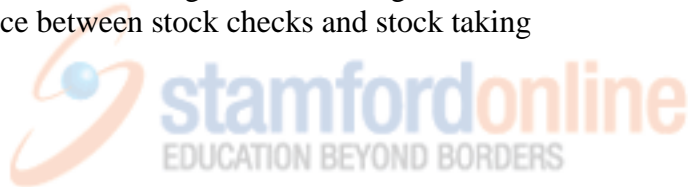
TOPIC : Stationery and Stock Control

AIM : To understand how to keep accurate stock record cards mainly for stationery and to understand the importance of keeping stationery

LEARNING OUTCOMES:

After completing this chapter you should be able to understand:

1. The procedure for issuing stationery
2. The system for keeping accurate stock records
3. The proper storage procedure for stationery and stock
4. The procedures for ordering and re-ordering
5. The difference between stock checks and stock taking



TOPIC OUTLINE:

- 6.1 Identify the types of office stationery
- 6.2 The procedure for issuing stationery
- 6.3 The system for keeping accurate stock records
- 6.4 The proper storage procedure for stationery and stock
- 6.5 The procedures for ordering and re-ordering
- 6.6 The difference between stock checks and stock taking

NOTES:

6.1 IDENTIFY THE TYPES OF OFFICE STATIONERY

- Typewriting paper – carbon paper
- A4, A3 B5 papers
- Envelopes, Labels
- Typewriter ribbons and printer cartridge
- Paper clips, Punchers
- Staplers and bullets, Adhesive tapes
- Floppy disks/compact disks
- Pencils, pens, erasers and rulers
- Memo forms, Letterheads

6.2 PROCEDURE FOR ISSUING OFFICE STATIONERY

- No stock is issued without an authorized requisition
- Materials should be issued in predetermined units of issue, e.g. reams of paper
- All goods should be signed for on receipt
- Issues should be made at specified times only
- All staff should have a copy of the stock list available to them
- All staff should be notified of the issue procedures and times
- Stock record cards should be updated after each issue period

6.3 A SYSTEM FOR KEEPING ACCURATE STOCK RECORDS

- Appoint one person to be in charge of issuing and ordering office consumables
- Allocate a central storeroom for housing stocks of stationery and other supplies.
- Allocate regular times for the issue and collection of supplies
- Arrange items neatly in cupboards or on shelves with clear labels at the front
- Place heavy items on the lower shelves and arrange the items used frequently in the most accessible positions.
- Store any highly inflammable materials in sealed containers and preferably in a metal cabinet.
- Prohibit smoking in the storeroom.
- Adopt a FIFO (first in first out) system for issuing stock, to avoid deterioration.
- Check that every issue is covered by a requisition, authorized by a supervisor.
- Enter every issue and receipt on a stock control card, keeping a watchful eye on stock levels.
- When stock levels reach the re-order level, order up to the maximum figure.

6.4 OUTLINE PROPER STORAGE PROCEDURE FOR STATIONERY AND STOCK

- Select and fit appropriate storage facilities. Ensure the place is dry, well ventilated and adequately lit.
- Storage areas to be locked, this is to prevent pilferage.
- Materials stored with consideration to fire hazard
- Shelves should be clearly labelled.
- Maximum and minimum stock levels should be determined
 - Maximum - dependent upon space, capital and shelf life
 - Minimum - speed of replenishment
- FIFO (first in first out), this means new supplies should go to the back and old stock should be brought forward.
- Some form of stock taking should account for all stock.
- Heavy items should be stored on rear ground level for ease of handling.
- Any items affected by light or heat should be stored accordingly.

6.5 PROCEDURE FOR ORDERING AND REORDERING

The person in charge of stationery must take into consideration when ordering:

- Quality of the material – e.g. certain carbons may be cheaper than others but may not last so well or give such clear copies.
- Delivery dates – e.g. a supplier who is unreliable may cause serious inconvenience when stocks are low in the office and delivery dates are not met.
- Lost – Some suppliers offer attractive discounts for bulk buying and it may be well worthwhile buying large quantities of fast moving items in order to take advantage of the discount.
- Suppliers, including alternative suppliers – against the eventuality that the regular supplier may at sometime be unable to supply or deliver as required, it would be wise to have at least one reserve supplier on whom one could rely on in an emergency.

When re-ordering:

- This should be done systematically.
- If the minimum and maximum quantities of stock are fixed, it becomes a simple matter to re-order when the minimum level is reached.
- The quantity to be re-ordered is easily determined by subtracting the minimum amount from the maximum to be held.
- The balance is what must be re-ordered to make up the stock to the maximum level.

6.6 RECOGNISE THE IMPORTANCE OF STOCK TAKING AND STOCK CHECKS

Stock taking – all stocks are accounted for – this is where the annual stocktaking facilitates as the final column on the card represents a running balance.

- Maintenance of a perpetual inventory of all stock held.

Stock checks - An annual stock is carried, normally once or twice a year. A perpetual inventory appropriate for stationery and office supplies to maintain an accurate stock lists.

- Essential to establish the maximum and minimum holding levels.



REFERENCES:

1. Helen Harding, Secretarial Procedures – Theory and Applications (2nd Edition)
2. Helen Harding, Office Organisation and Secretarial Procedures
3. John Harrison, Secretarial Duties (10th Edition)

TUTORIAL QUESTIONS – WEEK 6

1. Your boss Mr Andrew would like you to write a memo to the Administration Officer, explaining to him the following terms in relation to stock control:
 - a) FIFO
 - b) Maximum Level
 - c) Minimum Level
 - d) Stock Check
 - e) Stock Taking
2. Outline a system for keeping accurate stock records.

