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D2 5
D3 4

**KOLEJ YAYASAN PELAJARAN JOHOR
FINAL EXAMINATION**

SUBJECT	:	F & B PROCUREMENT & COSTING
SUBJECT CODE	:	DHM 2073
DATE	:	19 OCTOBER 2015
DURATION	:	9.00 AM – 12.00 PM (3 HOURS)

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of FIVE (5) sections:

Section A (20 Marks)
Section B (20 Marks)
Section C (10 Marks)
Section D (35 Marks)
Section E (15 Marks)

2. Answer ALL questions from parts.

3. Candidate is not allowed to bring any material into the examination room EXCEPT with the permission from the invigilator.

4. Please check to make sure that this examination pack consists of:
 - i. Question Paper
 - ii. Answering Booklet
 - iii. OMR Form

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

This examination paper consists of 12 printed pages including front page.

SECTION A (Total: 20 marks)**MULTIPLE CHOICE QUESTIONS****INSTRUCTION: Answer ALL questions.****Please use the OMR sheet provided.**

1. _____ is the managerial function of acquiring material and service, including activities of making purchases, receiving and storing shipment.
 - A. Procurement
 - B. Cost control
 - C. Inventory control
 - D. Purchasing

2. Which types of operation considered as a part of commercial segment?
 - A. Hospital
 - B. Hotel
 - C. Military Installations
 - D. Daycare Centers

3. All of the activities associated with determining the types of product needed, making purchases, receiving and storing shipment is referring to _____.
 - A. Process
 - B. Prospect
 - C. Procure
 - D. Proper

4. There are TWO (2) types of hospitality operations, which are referring _____ and _____.
 - A. Commercial, Profitability
 - B. Noncommercial, Profitability
 - C. Noncommercial, Commencer
 - D. Commercial, Non commercial

5. There are FOUR (4) techniques to identify supply sources which:
 - A. Previous experience, written information, trade exhibits and telephone directories
 - B. Previous product, experience, written information and trade center
 - C. Trade exhibits, telephone directories, written advertisement, and trade center
 - D. Previous experience, written filed, written documentation and telephone directories

6. Supplier involve
 - A. Responsible to get products and service
 - B. Responsible to get products for the user department.
 - C. Responsible to get product for own used
 - D. Responsible to get product and cook for everyone

7. Which is technique for selecting product?
 - A. Written information and value analysis
 - B. Make or buy decision and written information
 - C. Value analysis and make or buy decision
 - D. Telephone directory and value analysis

8. What is 'Good Supplier'?
 - A. Often identified as vandor
 - B. Has charge of the selection and purchasing of products
 - C. Person who offers products for sale
 - D. One with whom the operator can have a long-term relationship

9. What is supplier characteristic?
 - A. Consistently provide the proper quality and quantity of product
 - B. Not inform to customer regarding price changes
 - C. Hard to follow up the problem that arise
 - D. Concern to market needs

10. First step of purchasing procedure is?
- A. Description of needed item
 - B. Recognition of need
 - C. Follow up order
 - D. Negotiation with supplier
11. An audit trail involves the following activities except
- A. Food and beverage department
 - B. Storeroom
 - C. Front office department
 - D. Purchasing department
12. What is purchase order?
- A. First document in the purchasing process to be filled
 - B. Document prepared by supplier to claimed payment
 - C. Description of item needed with the price and the quantity needed to be order
 - D. Document completed by the buyer and given to the supplier listing item to be purchase
13. What is document involved in accounting department?
- A. Invoice
 - B. Store requisition
 - C. Purchase requisition
 - D. PS
14. Define audit trail?
- A. Series of books and records that trace the flow of resources through an operation
 - B. Series of records, documents and reports that trace the flow of resources through an operation
 - C. Series of documents and reports that trace the flow of product selection
 - D. Series of books that trace the flow of goods through an operation

15. Five basic items of information are included on all requisitions are _____, delivery date, budget account number, quantity needed, description of the item.
- A. Requisition item
 - B. Order number
 - C. Requisition number
 - D. Quantity item
16. What is purchase specification?
- A. Is a criteria of supplier required to fill a certain production or service needed
 - B. Is a description of all the characteristics in a supplier required to fill a certain production or service needed
 - C. Is a criteria of product required to fill a certain production or service needed
 - D. Is a description of all the characteristics in a product required to fill a certain production or service needed
17. Objective of purchase specification is
- A. To establish buying standard for particular goods
 - B. To ease the purchaser contact the supplier
 - C. To describe the product needed
 - D. To maintain the relationship between supplier and hotel
18. How to reduce cost of purchasing?
- A. Do not include the GST
 - B. Improved negotiation
 - C. Order items needed only
 - D. Purchase on your own
19. What is blanket order?
- A. Is an order of blanket
 - B. Is a cash pay in advance
 - C. Is a form of volume discount
 - D. Is a blanket use in kitchen

20. It is possible to _____ the quality standard to reducing the cost of purchasing.
- A. Cut
 - B. Maintain
 - C. Higher
 - D. Lower

SECTION B (Total: 20 marks)**TRUE OR FALSE QUESTIONS****INSTRUCTION: ANSWER ALL QUESTIONS**

Please use the OMR sheet provided.

1. A butcher test is usually performed under the supervision of a manager, chef or food controller.
2. Standard portion size defined as the quantity of any item that is to be served each time that item is ordered.
3. A standard recipe is the recipe that has been designated the correct one to use in a given establishment.
4. A usual first step in forecasting is to predict total anticipated volume: total numbers of customers anticipated for particular days or particular meals.
5. In some establishment, sales forecast are maintained for every item on the menu, from appetizers to desserts
6. Clearly, electronic terminals are becoming the most common method of recording food sales.
7. In larger operations, where other personnel take on purchasing tasks, security becomes an important concern.
8. The maintenance of refrigeration equipment requires the regular inspections by and services of a competent engineer to keep the equipment in good working order.
9. Perishable food should be held in refrigerated or frozen storage for preservation of quality and nutritive value immediately after delivery and until use.
10. When determining stock levels, you must establish both minimum and maximum counts required.
11. Issuing is the process used to supply food to production units after it has been received.
12. Inventory is supported by the actual presence of products in the storage areas.
13. The management of procurement involves planning, organizing, staffing, leading and controlling.
14. The selection of supplier or vendor is one of the most important decision that the must be made in purchasing activities.
15. Many buyer issue descriptive books which can help provide basic background information about their firm
16. Buyer often called as purchaser has charge of the selection and purchasing of product.

17. An audit trail is a series of records, documents, and or reports that trace the flow of resources through the operation.
18. The invoice prepared by the supplier contains the same essential information as the purchase order; that is quantities, description of items, and price.
19. The receiving department places products in the storeroom and forwards the invoice, perhaps with other documents to the accounting department.
- ✓ 20. When products in inventory reach a predetermined reorder point, the storeroom forwards a purchase order to the purchasing departments.

SECTION C (Total:10 marks)**FILL IN THE BLANK QUESTIONS****INSTRUCTION: Answer ALL questions.****Please use the answer booklet provided.**

Sales History	Reorder Quantity	Pouring Brand
Previous Experiences	Account Department	Sales Forecasting
Menu Engineering	Control	Call Brand
Purchase Order	Purchasing Department	Menu Planning

1. The _____ sends payment to the supplier and files copy of purchasing/receiving forms for accounting and or control purposes.
2. A _____ is the document completed by the buyer and given to the supplier listing items to be purchase
3. If _____ have been good then this evidence suggests that the supplier should be eligible for future business
4. _____ in the food and beverage business was defined as a process by which managers attempt to direct, regulate, and restrain the actions of people in order to achieve desired goals.
5. A _____ is one used only if the specific brand is requested by a customer; a _____ is one used whenever a customer does not specify a call brand.
6. _____ is the amount that should be ordered each time an order is placed.
7. _____ is a process in which managers use data and intuition to predict what is likely to occur in the future.
8. A _____ is a written record of the number of portions of each menu item sold every time that item appears on the menu
9. Typically the goal with _____ is to maximize a firm's profitability by subconsciously encouraging customers to buy what you want them to buy, and discouraging purchase of items you don't want them to buy.

SECTION D (Total:35 marks)**SHORT ESSAY QUESTIONS****INSTRUCTION: Answer ALL questions.****Please use the answer booklet provided.****Question 1**List **FOUR (4)** important activities exist in procurement process.

[4 marks]

Question 2Describe **THREE (3)** types of Commercial segment and **THREE (3)** types of non-commercial segment in hospitality operation

Commercial segment	Noncommercial segment

[6 marks]

Question 3Explain **FOUR (4)** technique to identify supply sources.

[8 marks]

Question 4Identify **TWO (2)** basic methods for determining order quantities

[2 marks]

Question 6

Describe **SIX (6)** types of theft that are possible during purchasing process

[6 marks]

Question 7

List **FOUR (4)** methods for calculating standard portion cost

[4 marks]

Question 8

Identify **FIVE (5)** factors influencing menu pricing

[5 marks]

SECTION E (Total: 15marks)**LONG ESSAY QUESTIONS****INSTRUCTION: Answer ALL questions.****Please use the answer booklet provided.****QUESTION 1**

- a. Explain briefly **THREE (3)** standards must be followed for establishing beverage purchasing.

[9 marks]

- b. Given the following information, determine the proper order quantity for each item if the periodic order method is used.

Item	Par Stock	Usage	Quantity On Hand
Smirnoff Vodka	72	48	24
Gordon's Gin	36	24	3
Jack Daniel's Whiskey	5	3	4
Canadian Club Whiskey	9	6	4
Dewar's Scotch	36	24	10
Ronrico Light Rum	12	6	6

[6 marks]

END OF QUESTION PAPER

