



# Maintain and Issue Stock Items

## Disposing of stock

- Get a valuation for inventory items
- To remove items which are out of date
- To sell off damaged items
- To provide a better service

## Checking Deliveries

# Maintain And Issue Stationery Stock Items

**United States Employment Service.  
Division of Occupational Analysis**

## **Maintain And Issue Stationery Stock Items:**

**First Steps in Retail Management** Mark Wrice, 2004 This second edition continues to provide an invaluable introduction to retail management concepts for those progressing into management levels of retailing The book is a practical text for use in conjunction with the relevant curricula and competency based training resources **Transforming**

**Microfinance Institutions** Joanna Ledgerwood, Victoria White, 2006-08-30 In response to a clear need by low income people to gain access to the full range of financial services including savings a growing number of microfinance NGOs are seeking guidelines to transform from credit focused microfinance organizations to regulated deposit taking financial intermediaries In response to this trend this book presents a practical how to manual for MFIs to develop the capacity to become licensed and regulated to mobilize deposits from the public Transforming Microfinance Institutions provides guidelines for regulators to license and regulate microfinance providers and for transforming MFIs to meet the demands of two major new stakeholders regulators and shareholders As such it focuses on developing the capacity of NGO MFIs to mobilize and intermediate voluntary savings Drawing from worldwide experience it outlines how to manage the transformation process and address major strategic and operational issues inherent in transformation including competitive positioning business planning accessing capital and shareholders and how to transform the MFI s human resources financial management MIS internal controls and branch operations Case studies then provide examples of developing a new regulatory tier for microfinance and how a Ugandan NGO transformed to become a licensed financial intermediary This book will be invaluable to regulators and microfinance NGOs contemplating institutional transformation and will be of tremendous use to donors and technical support agencies supporting MFIs in their transformation **Principles of Office Management** Dr. R.C.

Bhatia, 2005 **Dictionary of Occupational Titles: Definitions of titles** United States Employment Service. Division of Occupational Analysis, 1949 *Survey of the Purchasing and Stores Department, County of Los Angeles* Los Angeles County (Calif.). Bureau of Efficiency, 1928 **Tentative Class Specifications (departmental) for the Clerical, Administrative, and Fiscal Service**, 1928 Dictionary of Occupational Titles, 1949 Supplement to 3d ed called Selected characteristics of occupations physical demands working conditions training time issued by Bureau of Employment Security **Principles of Internal Control** Alan Trenerry, 1999 An accounting textbook that describes the objectives and practices of internal control

**A Textbook of Office Practice & Organization**, **Office Management** William Henry Leffingwell, 1925 National Hotel Review, 1928 *Proceedings of the Common Council of the City of St. Paul, for Year Ending...*, 1914 **Survey Report of the Purchasing and Stores Department** Los Angeles County (Calif.). Bureau of Efficiency, 1937 **Proceedings of the Common Council of the City of Saint Paul** Saint Paul (Minn.). City Council, Saint Paul (Minn.). Council, 1914 **Proceedings of the Common Council of the City of St. Paul ...** Saint Paul (Minn.). Council, 1914 **Railway Storekeeper**, 1920 Railway Age Gazette, 1910 **Railway Gazette. [Weekly].**, 1919 **Federal**

**Register** ,1978

The Railway Gazette ,1918

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