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American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

Don Schneeman	General Counsel & Trial Board	29th
Jo DeLosReyes	Executive	23rd
Yolanda DeJesus	Examinations	12th
Roberta Hinds	Receivables	10th
Joan Piersa	CPE Production	8th
Joyce Chaney	Library Services	5th
Bill Free	CPE Marketing - Group Study	5th
Colleen Katz	<i>Journal of Accountancy</i> - Editorial	5th

Please Welcome

Amparo N. Loza - Senior Accountant - Accounting. Amparo joins us from Pfizer, Howmedica where she worked as a Senior Accountant.

**For Library
Services
Call X6072 or
Fax X6287**

The Library Services Division can now accept requests through their new fax machine. The fax number is (212) 596-6287. If you need several items, the fax route may be the most efficient method to obtain the information.

If you need to speak to a librarian, dial X6072. Also, if you are transferring a call to the library please transfer callers to X6072 rather than transferring them to individual librarians who may not be available to answer.

For staff who have not been able to visit the library's new location on level C1 in New York, you'll want to take a look at February's *Journal of Accountancy's* photo spread of the new library on page 65.

BJ's Wholesale

Once again, BJ's Wholesale Club is offering their "One Day Shopping Pass." BJ's is a wholesale warehouse that offers the lowest possible prices on the highest quality merchandise from restaurant quality food to produce, electronics, tools, toys and designer fashions. Membership at BJ's costs only \$25.00 per year and comes with a 90-day money-back guarantee.

The 10 locations in New York and New Jersey are listed on the back of the "One Day Shopping Pass" which expires on April 30, 1993. Anyone interested should please contact Kimberley Hines in Human Resources on X3350.

**Do Your Part
To Eliminate
Unnecessary
Paperwork**

Executives at all levels today are in danger of being drowned in a flood of paper especially since the advent of high-speed computers, copy machines and duplicating equipment.

Much of this paperwork can't be eliminated. But what can, should be. It takes a determined, cooperative effort to do it.

Here are a few suggestions for doing your part:

1. Before you write a memo, consider whether a telephone call might be quicker and better.
2. When you must write, keep it brief. Get to your point and be done with it. Try not to run over one page, utilize the back of the page if needed.
3. Confine copies to those who really need them. Don't send unnecessary copies to those who won't use them.
4. Don't run more copies than you reasonably need.
5. If you are receiving reports or copies of correspondence you don't use, ask that your name be taken off the distribution list.
6. If you can't visualize a future need for certain information - or if it is available elsewhere - don't file it.
7. Use a temporary file for information needed only briefly - then clean it out regularly. Don't burden permanent files.

Paperwork, once started, never seems to die of its own accord. It just goes on forever. For example, one company employed two secretaries full time to put out a weekly statistical report. An executive, realizing that the report was no longer of any value to him, checked into the situation. He found that no one used the report, and hadn't for more than two years!

There should be a sound logical reason for every piece of paperwork created, circulated or filed. If there isn't, it is a waste of time and money.

Watching for this waste and helping to eliminate it promptly is the job of every member of the staff.