



Internal Controls at Work

Efficiency & Internal Controls

Efficiency is a Goal of Internal Controls

Communicate Efficiently

- Use e-mail and electronic documents.
- Limit photocopies and printing to double-sided, black-and-white, as much as possible.
- Keep telephone calls business-related.

Conserve Supplies and Equipment

- Save office supplies by reusing binders, folders, file boxes, etc.
- Don't over-order supplies.
- Review furniture and equipment from time to time; surplus what you don't use. Keep the remaining items in good repair.
- Secure computer equipment and other valuable portable equipment.



*Issued by the Internal Controls Unit.
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