

Election: \_\_\_\_\_ Precinct # \_\_\_\_\_



**INITIAL INVENTORY**

- \_\_\_\_ Ballot Container
- \_\_\_\_ Green Transfer Bag
- \_\_\_\_ EPB Laptop Computer inside black laptop case
- \_\_\_\_ Chair & Co-chair binders

**VERIFY**

**BALLOT CONTAINER CERTIFICATE IS:**

- \_\_\_\_ Dated and signed in plastic sleeve
- \_\_\_\_ Sealed properly to container
- \_\_\_\_ Includes seal number
- \_\_\_\_ Seal number matches seal and back page of poll book

**GREEN TRANSFER BAG IS:**

- \_\_\_\_ Dated and signed in plastic sleeve
- \_\_\_\_ Sealed properly to container
- \_\_\_\_ Includes seal number
- \_\_\_\_ Seal number matches seal and back page of poll book

**GREEN TRANSFER BAG**

- \_\_\_\_ (2) USB vDrives and EPB USB in case (3 total)  
*Deliver to Deputy Clerk Immediately!*
- \_\_\_\_ Signed Payroll Sheet
- \_\_\_\_ Receipt for supplies and ballots
- \_\_\_\_ Absentee Ballot Reconciliation Sheet
- \_\_\_\_ Used Seals and Ballot Container Certificate
- \_\_\_\_ Zeroes tape
- \_\_\_\_ 3 totals tapes with signature labels
- \_\_\_\_ Absentee Voter List
- \_\_\_\_ 3 write-ins tapes with signature labels\*\*
- \_\_\_\_ Completed Affidavit of Absent Voter Forms\*\*
- \_\_\_\_ AV Ballots Returned in Pct Envelope\*\*

\*\*If applicable

**POLL BOOK**

\_\_\_\_ Front Cover of Poll Book; Clerk’s Preparation Certificate: Tabulator and TouchWriter serial and seal numbers are listed – signature, date, and precinct are present

\_\_\_\_ Inside front cover; Oaths of Election Inspectors: date and signatures of all election inspectors are present. Additional Oaths of Election Inspectors was signed **if needed**.

\_\_\_\_ \*Write-Ins Only/Statement of Votes page: if none, “NONE” should be written across the page

\_\_\_\_ \*Challenged Voters page: if none, “NONE” should be written across the front and back of the page

Back page of Poll Book (with the white, pink, and manila pages); Certificate of Election Inspectors:

\_\_\_\_ Number of voters is present, matches number from List of Voters

\_\_\_\_ Number of ballots tabulated is present, matches number from Ballot Summary

\_\_\_\_ \*All checkboxes are checked

\_\_\_\_ Seal Numbers for Ballot Storage container and Tabulator Program (Green and White certificates) are listed; 2 inspectors of different parties signed

\_\_\_\_ All election inspectors’ signatures and phone numbers listed

\*If not done, chairperson should write these in.

**Please place everything back in the Green Transfer Bag!**

**We, the undersigned members of the Receiving Board, hereby certify the completion of the checked items:**

**Republican Inspector** \_\_\_\_\_

**Democratic Inspector** \_\_\_\_\_