

November 2, 2021 Local Election



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

PRECINCT # _____

Republican Inspector

Democratic Inspector

1. INITIAL INVENTORY – Verify the receipt of the following:

- _____ Ballot Container
- _____ Green Transfer Bag
- _____ EPB Laptop Computer inside the black laptop case
- _____ Chair and Co-Chair Binders

2. VERIFY:

BALLOT CONTAINER certificate is:

- _____ Dated and signed
- _____ In plastic sleeve
- _____ Sealed properly to container
- _____ Includes seal number

GREEN TRANSFER BAG certificate is:

- _____ Dated and signed
- _____ In plastic sleeve
- _____ Sealed properly to container
- _____ Includes seal number

GREEN TRANSFER BAG contains:

- _____ (2) vDrives and EPB Flash (USB) Drive in case *Deliver to Deputy Clerk Immediately!*
- _____ Signed Payroll Sheet
- _____ Receipt for supplies and ballots
- _____ Absentee Ballot Reconciliation Sheet
- _____ Provisional Ballot Envelope (if applicable)
- _____ AV Ballots Returned in Pct. Envelope (if applicable)
- _____ Completed Change of Address/Cancellation forms
- _____ Completed Application to Vote forms
- _____ Used Seals and Ballot Container Certificate
- _____ Completed Affidavit of Absent Voter forms (if applicable)
- _____ Printed Electronic Poll Book (EPB) - make sure the following pages are **completed and signed:**
 - _____ Clerk’s Preparation Certificate on front of book
 - _____ Election Inspectors’ Preparation Certificate (**incl. checked boxes**)
 - _____ Oaths of Election Inspectors-**Verify all Inspectors have signed**
 - _____ Challenged Voters page- **If none, make sure Inspectors write 'None'**
 - _____ Write-Ins Only/Statement of Votes pages with (3) write in tapes clipped on
 - _____ Certificate of Election Inspectors with (3) results tapes paper clipped on

INSERT REPORTS IN THE BACK OF POLL BOOK

- _____ Ballot Summary
- _____ List of Voters
- _____ Remarks
- _____ AV Ballots Processed in Precinct Report

3. PREPARE ENVELOPES FOR DELIVERY TO THE COUNTY

Local Clerk Envelope (white)

- _____ White Write-In page with 1 write in tape stapled on
- _____ Zeros tape
- _____ Applications to Vote
- _____ White Certificate of Election Inspectors w/1 results tape stapled

Board of Canvassers Envelope (pink)

- _____ Pink Write-In page with 1 write in tape stapled
- _____ Pink Certificate of Election Inspectors w/ 1 results tape staple

County Clerk Envelope (manila)

- _____ Poll Book with two tapes stapled on (write in and results)

SEAL ALL THREE ENVELOPES WITH SIGNED RED SEALS