

Voters in line at 7 pm must be allowed to vote before polls are closed.

There are many things to do when closing polls- get required information and send to Election Office, gather signs and notices from outside the poll, complete and separate paperwork, return supplies to election office.

Before closing equipment, judge will need to verify Ballot Count on the Controller and get counts from the Kiosks. These figures are needed for the paperwork.

Instructions are included in the supplies that includes a step-by-step checklist for closing equipment.

When closing Kiosks, the tablet is the FIRST thing that is powered off. Repack the Kiosk case. Kiosk units will be sealed and seal numbers recorded on paperwork. Power down the Data Gizzard and return to Kiosk delivery bag. Battery backup (UPS) is powered down and returned to delivery tub.

All units on voting equipment must be powered down, tablets docked and locked, case closed, locked and sealed. Record seal numbers on paperwork. Disconnect the power cords and daisy chains from voting units and place them in Verity Delivery Bag. Remove voting units from stands, fold stands and pack them in booth bags.

Place all items together for pickup. Complete paperwork, separate and place in correct location per instructions on form. We are not providing Ballot Box # 3 so place Blue Envelope in Yellow Judge's Bag.

Two people, usually judge and alternate judge, return following to the election office: **Controller, Yellow Judge's bag, Provisional Ballot Box, and Kiosks (with data gizzard). DO NOT ZIP Kiosk delivery bag.**

**FAILURE TO RETURN THE REQUIRED ITEMS TO THE ELECTION OFFICE ON ELECTION NIGHT WILL REQUIRE A RETURN TRIP TO THE POLL TO RETRIEVE THE ITEM!**

Poll Location:		<b>VC 1</b>			Contact Person:		<b>DELIVERY LOG</b>		<b>PAGE</b>	
							<b>1</b>			
Deliver to:		<b>Angelo Bible</b>			Contact #:					

Equipment:	Serial ID #	Seal # Factory	Seal # Technician	Seal # Returned	Delivery:
ACCESS TOUCH	A1801967112				Departure Time: <span style="float: right;">AM PM</span>
ACCESS TOUCH	A1801967812				Arrival Time: <span style="float: right;">AM PM</span>
					Completion Time: <span style="float: right;">AM PM</span>
TOUCH	T1901972501				Received by:
TOUCH	T1901973701				Name: _____
TOUCH	T1901980501				Name: _____
TOUCH	T1901983901				<b>Pickup:</b> Departure Time: <span style="float: right;">AM PM</span> Arrival Time: <span style="float: right;">AM PM</span> Completion Time: <span style="float: right;">AM PM</span> Picked Up By: _____ <div style="text-align: right;">Name: _____</div> <div style="text-align: right;">Name: _____</div>
TOUCH	T1901984201				
TOUCH	T1901991201				
TOUCH	T1901995201				
TOUCH	T1901998101				
TOUCH	T1901970801				

Supplies:	How many	Delivery Bag:	Vinyl Envelope
Booth Stands		Tech Green Seal	Green Paper Seal #:
Verity Bag		Judge's Green Seal	Red Paper Seal #
Kiosk Bag			
Trifold (s)			
Delivery Tub		RETURN Red Seal	<b>Record all red return seals for all equipment.</b> <b>Boxed supplies are placed back in delivery bag, and supplies to be picked up by election staff are placed together with equipment.</b> <b>Return this form on clipboard to the Judge's Bag.</b>
Orange Cone(s)			
Table(s)			
Signs			
US Flag/PVC Pipe			
Yellow Banner/Poles			

*I, the Precinct Judge for the \_\_\_\_\_ Election, do hereby certify that the seal number(S) listed above are a true and correct list of the seals used on Election Day.*

\_\_\_\_\_  
 Judge's Signature

\_\_\_\_\_  
 Alternate Judge's Signature

**PRIMARY ELECTION 03/03/2020**

Tech Green: Removed when delivered at poll, VC Yellow and Pink (leave on clipboard): Return in Yellow Judges bag at end of ED.

## Election Day Judge's Chain of Custody

## Pick Up

You will need to use this form at the poll to verify the serial I.D. and seal numbers included on this form.

Vote Center: # 1

ANGELO BIBLE

Controller 1 Serial #: C1801770908 vDrive #

Receive Seal #:

Controller 2 Serial #: vDrive #

Receive Seal #:

Check-In Kiosk Unit #: 1

Receive Seal #:

Forms Kiosk Unit #: 21

Receive Seal #:

Judge's Signature

Judge's Phone #

Judges:

Please be sure to check that Ballot Box #3 and Provisional Ballot Box were delivered to poll and verify Seals and Locks.

Ballot Box #3:

Delivered Not Sealed. Return with lock which is in the box.

Provisional Ballot Box:

Lock #: VC 1

Red Wire Seal #

Green Wire Slot Door Seal #:

## Return

Judge must return and record items listed below:

Controller 1 Serial #: C1801770908 vDrive #

Return Seal #:

Controller 2 Serial #: vDrive #

Return Seal #:

Check-In Kiosk Unit #: 1

Return Seal #:

Forms Kiosk Unit #: 21

Return Seal #:

Ballot Box #3:

Return Seal #:

Return Lock:

Provisional Ballot Box:

Lock #: VC 1

Red Wire Seal #:

Red Wire Slot Door Seal #:

Power Cords:

☐ Yes☐ No

Judge's (Yellow) Bag:

☐ Yes☐ No

Facility Keys Returned:

☐ Yes☐ No

WiFi Returned:

☐ Yes☐ No

I swear/affirm that the above-listed serial/seal numbers match the serial/seal numbers being returned to the Election Office. If not, I have provided an explanation below.

Explanation: \_\_\_\_\_

Judge's Signature

Printed name

I, the undersigned authorized clerk of the central counting station, do hereby acknowledge receipt of the above-listed items for VC 1. The items were delivered by (please print): \_\_\_\_\_ and \_\_\_\_\_, two authorized election officers of that precinct and the seal numbers match at the time of delivery.

Signature - Central Counting

Arrival Time

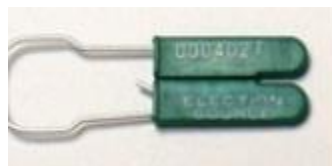
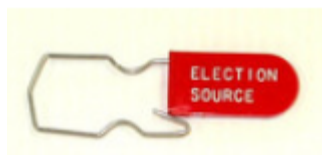
Departure Time

NOTE: Contact information for Election Office: 659-6541 or Vona: 234-7466

Tech Yellow: Removed at Dock pickup, VC Yellow and Pink (Leave on clipboard): Return in Judge's (yellow) bag at end of ED.



\*Uses code 128 bar coding.



## PROVISIONAL BALLOTS



Pct No.	Authority conducting election
Date of Election	Type of Election

## BALLOT AND SEAL CERTIFICATE

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case to be transferred to the central counting station.

The number of ballots placed in the carrying case was:

PROVISIONAL \_\_\_\_\_ EMERGENCY \_\_\_\_\_

The Serial number of the seal that was used to seal the transfer case or cases was

\_\_\_\_\_.

Witness my Hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Presiding Judge

\_\_\_\_\_  
Poll Watcher (if any)

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Poll Watcher (if any)

**Complete form even if Provisional Emergency Box is empty.**

Seal #'s will be verified when boxes are returned to Central Counting Station.

Leave **yellow** copy in red Reconciliation folder;  
Place **green** copy inside Provisional Ballot Box; and  
**Pink** copy in Pink Judge's Envelope.



Name of Election Official (Please <b>Print</b> Legibly)
Complete Address (Include City, Zip)
Social Security Number
Home Phone (      )
Cell Phone (      )
email:

Signature

**Presiding Head Clerk/Judge**

[illegible][illegible]



Type of Election	EV Branch/Vote Center
Date of Election	Authority Conducting Election

## List of Provisional Voters

To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Number of Provisional Ballots in Ballot Box (as shown on list)

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: \_\_\_\_\_

Signature of Custodian receiving ballots from Presiding Judge: \_\_\_\_\_

Signature of Voter Registrar: \_\_\_\_\_

**SEPARATE FORM:** Place **green** copy in Provisional Ballot Box, **yellow** copy in yellow bag, and **pink** copy in pink envelope



Vote Center - Pct No. (Nim De Pcto)	Authority Conducting Election (Autoridad Administrando la Elección)
Date of Election (Fecha de Elección)	Type of Election (Tipo de Elección)

## OATHS (JURAMENTOS)

### ASSISTANCE (AYUDA) (Sec 64.034)

**OATH OF PERSON ASSISTING VOTER:** I swear (or affirm) that I will not suggest by word, sign, or gesture how the voter shall vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs. *(JURAMENTO DE LA PERSONA QUE AYUDA AL VOTANTE: Yo juro (o afirmo) que no sugeriré por palabra, seña o acción cómo deberá votar el votante; limitaré mi ayuda a contestar las preguntas del votante, a declarar las proposiciones en la boleta, y a nombrar los candidatos y, si listados, los partidos políticos a que pertenecen; yo prepararé la boleta como dirija el votante, y no soy el empleador del votante, agente del empleador, o un oficial o agente de un sindicato donde el votante pertenece .*

### INTERPRETER (INTERPRETE) (Sec. 61.035)

**INTERPRETER'S OATH:** I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by an election officer or to an election officer by the voter. *(JURAMENTO DEL INTÉRPRETE: Yo juro (o afirmo) que, a mi mejor potencia, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral.)*

The above oaths were sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
*(Los juramentos señalados arriba fueron declarados bajo juramento y suscritas ante mi en la fecha indicada arriba.)*

\_\_\_\_\_  
 ELECTION OFFICER (OFICIAL ELECTORAL)

**Be sure to write the name of the assistant on the check-in combo form. Return in white bag.**



## REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

To be completed by all voters intending to cancel their Application for Ballot by Mail:

I, \_\_\_\_\_, a qualified voter for the \_\_\_\_\_  
(Print Name)  
Election to be held on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ request that my Application for Ballot by Mail be cancelled.  
(Month) (Day) (Year)

VOTER HAS  
MAIL BALLOT

### STATEMENT

I am returning my mail ballot/presenting a Notice of Improper Delivery (circle one) to the early voting clerk/deputy early voting clerk/presiding election judge (circle the appropriate officer) and canceling my ballot by mail.

X \_\_\_\_\_

Signature of Voter

### AFFIDAVIT A

Affidavits A and B are only executed in person at the early voting clerk's office. These Affidavits are only used when the voter is canceling his/her application with the EV clerk after the close of early voting by personal appearance or on Election Day.

I, \_\_\_\_\_, do hereby affirm that I have not received my mail ballot at the  
(Print Name)

time of making my request to cancel my Application for Ballot by Mail.

X \_\_\_\_\_

OR

Signature of Voter

### AFFIDAVIT B

I, \_\_\_\_\_, do hereby affirm that I have not requested a mail ballot.  
(Print Name)

X \_\_\_\_\_

OR

Signature of Voter

### AFFIDAVIT C

Affidavit C is only executed in person at the early voting clerk's office. It must be executed before the carrier envelope is delivered to the early voting ballot board.

I hereby request that my mail ballot be canceled. I, \_\_\_\_\_ affirm that I did not  
(Print Name)

mark my ballot that was sent to me by mail.

X \_\_\_\_\_

Signature of Voter

This section to be completed by early voting clerk, deputy early voting clerk, or election judge.

Name of Voter \_\_\_\_\_ Voter's Precinct Number \_\_\_\_\_ VOID \_\_\_\_\_  
(Print Name)

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
(Month) (Year)

X \_\_\_\_\_

Signature of Officer Administering Oath

Denied \_\_\_\_\_ Reason \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Election: **Constitutional**

Date: **11/03/2015**

Vote Center: \_\_\_\_\_

**Notice of Total Number of Voters Who Have Voted**  
(Aviso del Número de Votantes Que Han Votado)

**Number of Voters**  
(Número de Votantes)

**9:30 AM**

\_\_\_\_\_

**11:30 AM**

\_\_\_\_\_

**1:30 PM**

\_\_\_\_\_

**3:30 PM**

\_\_\_\_\_

**5:30 PM**

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Presiding Judge**  
(Firma del Juez Presidente)

**NOTE TO PRESIDING JUDGE:**

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close.

**Return this form in White Bag to the general custodian of the election records.**

**NOTA AL JUEZ PRESIDENTE:**

*El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en la bolsa amarilla (el sobre número 2) a la persona a cargo de los archivos electorales.*

EV Branch/Vote Center #: \_\_\_\_\_

Date: \_\_\_\_\_

**All Poll Workers:**

You **must** read, sign and date that you have read the ***Tom Green County Computer Security Policy*** on the left of this signature form. By signing you are affirming ***you will comply*** with this policy.

Date	Name	Signature

**Leave this signed form in this folder.**



Cancelled Check In Voter List

VOTE CENTER LOCATION \_\_\_\_\_

ELECTION: \_\_\_\_\_

DATE: \_\_\_\_\_

CERT #	LAST NAME	FIRST NAME	REASON FOR CANCELLATION <small>[Place label in sleeve or if label is adhered to combo sheet, with a red pen write "cancelled" across label]</small>

\_\_\_\_\_  
*Judge's Signature*

Write "Cancelled" on the 3 VoteSafe labels in red and initial. If not taped to forms, insert them all in the un-used labels sleeve . Once the voter has been Cancelled their screen will look like an original voter check in screen. Cancelled check in voters are **not counted** in totals.

RETURN THIS FORM WITH YELLOW CHECK - IN SIGNATURE FORMS  
USED OR NOT

**Party Affiliation Change**

[illegible]

**Sleeve: Beginning of Day Access Code Report**

**Election Day**

Election:	Vote Center:
Date of Election:	Authority Conducting Election:

**Beginning of Day Public Count from Judge's Booth Controller (JBC) 1**

**Beginning of Day Public Count from Judge's Booth Controller (JBC) 2**

**From Judges Booth Controller (JBC) Access Code Report**

\_\_\_\_ Check to indicate JBC tapes have been placed in sleeve.

\_\_\_\_\_  
*Signature of Judge*

**Leave sleeve in folder, return entire folder in YELLOW BAG**

**Sleeve: Beginning of Day Access Code Report**

**Election Day**

Election:	Vote Center:
Date of Election:	Authority Conducting Election:

**Beginning of Day Public Count from Judge's Booth Controller (JBC) 1**

**Beginning of Day Public Count from Judge's Booth Controller (JBC) 2**

**From Judges Booth Controller (JBC) Access Code Report**

\_\_\_\_ Check to indicate JBC tapes have been placed in sleeve.

\_\_\_\_\_  
*Signature of Judge*

**Leave sleeve in folder, return entire folder in YELLOW BAG**



## Reconciliation Form

- Line #1 Count the number of labels you have in the check-in combo notebook(s).
- Line #2 This total is found on the Counts tab in the Kiosk counts/logs.
- Line #3 This total is found on the Provisional tab in the Kiosk counts/logs.
- Line #4 This count is voters that you were not able to get a label and you had to handwrite labels or you have limited voters in early voting.
- Line #5 Add the totals from line 2 and 3 and 4 and put that total here. (This line should equal line 1)

*If you have any cancelled voter check-ins, record them below line 5 total. (Voter check-ins will be cancelled if the voter left the poll without voting, if the wrong voter was checked in, or in the primary, if the voter changed their party choice **while at** check-in. It is not necessary to cancel the check-in and check a voter in again if they change their party choice once they are at the ballot station. If they are at the voting booth and change their party choice, there is a form called "Party Affiliation Change" to record this information on.*

- Line #6 IMPORTANT – Get the Ballot Count on the controller and record on this line.

*An access code report should be printed before closing polls on the Controller and the following will come from that tape:*

- Line #7 From the tape, record total codes ISSUED.
- Line #8 From the tape, record total CAST.
- Line #9 From the tape, record the total OPEN. SHOULD NOT HAVE ANY – do not close polls if any are shown until resolved.
- Line #10 From the tape, record the total IN PROGRESS. SHOULD NOT HAVE ANY – do not close polls if any are shown until resolved.
- Line #11 From the tape, record the total EXPIRED.
- Line #12 From the tape, record the total DEACTIVATED.

- Line #13 Record ballots that were spoiled because the voter forgot to cast the ballot.
- Line #14 Record ballots that were spoiled because the voter requested a change (a change can be 1) the voter decided they want to return to vote later (Check-in should be cancelled also) or 2) the voter decided they wanted to vote a different party than they originally indicated and this change is noted on the "Party Affiliation Change" form.
- NOTE: Tape will only reflect one total for all ballots that were spoiled. You will have to know how to record them on this form based on the reason the ballot was spoiled. There is a form to record spoiled ballots in the ballot station label notebook.*

- Line #15 Record any emergency ballots that were prepared and used.
- Record any provisional ballots that were placed in the provisional ballot box. (Provisional votes are not included in the totals on the access code report but show at the bottom of the tally tape.*

- Line #16 Add lines 8 and 13 and 15 and record that number here. (The total should equal line #5).

Obtain the signatures at the bottom of the page and separate according to the instructions.

### Election Day Reconciliation Form

Kiosk Balancing - based on information from all Kiosks and combination forms.

1	How many labels do you have on all <b>Combination Forms</b> ? <i>(Include label count from all combination forms, provisional, limited, and handwritten labels minus cancelled check-in labels).</i>	
2	What is the count on the <b>Kiosk(s)</b> Count tab in the Counts/Logs? <i>(All Kiosk's (Confirm there are no mistaken cancellations of voter check-ins.))</i>	
3	What is the total Count shown on the Kiosk(s) Provisional tab in the Counts/Logs? <i>(All laptops)</i>	
4	Are there any voters that you were unable to check in on the Kiosks? If yes, how many?	
5	What is the total of lines 2+3+4? Line 5 should equal Line 1 For record, how many cancelled voter check-ins did you have? <i>(Complete the "Cancelled Voter Check-in Form")</i>	

Voting Equipment Balancing - based on the voting equipment.

6	What is the <b>ballot</b> count on the <b>Controller(s)</b> ? <i>(Look at the BALLOT COUNT on all CONTROLLERS)</i>	
	How many Provisional Ballots did you place in Provisional Ballot Box? <i>(Should match the number of Provisional listed at the bottom of the tally tape)</i>	
	<u>After Access Code Summary Report is printed:</u>	
7	Total Codes Issued?	
8	Cast?	
9	Open? (should be 0)	
10	In Progress? (should be 0)	
11	Expired?	
12	Deactivated?	
	Spoiled? <i>( Complete 13 and/or 14 )</i>	
13	How many booths were spoiled because the voter forgot to cast the ballot?	
14	How many booths were spoiled because the voter was given another ballot or decided not to vote?	
15	How many Emergency ballots were voted and placed in Provisional box?	
16	What is the total of line 8, 13 & 15? <i>(Should equal line 5)</i>	

Head Clerk Signature \_\_\_\_\_

Alternate Head Clerk or Clerk's Signature \_\_\_\_\_

Election: \_\_\_\_\_

Vote Center: \_\_\_\_\_

Date: \_\_\_\_\_

Kiosk No. \_\_\_\_\_

**EXTRA PRINTED LABELS & TEST LABEL FORM**


\_\_\_\_\_  
*Presiding Judge*

**Place printed labels not used, including test labels on this form and leave forms in this binder.**

*Unused forms will remain in binder*



# Reasonable Impediment Declaration (RID) Label

## Election Day

Election:	Vote Center:
Date of Election:	Kiosk No:


**Please place label in box above.**

\_\_\_\_\_  
*Signature of Judge*

**Place used forms w/signatures in the Signature Roster Envelope**  
**unused forms will remain in binder**

# End of Day Kiosk Closing Label

## Election Day

Election:	Vote Center:
Date of Election:	Kiosk No:

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**Please place closing label in box above.**

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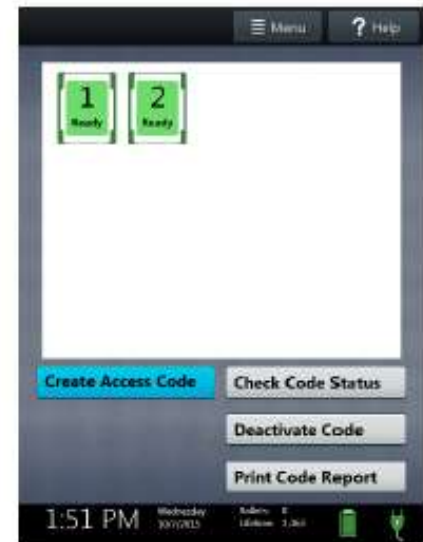
*Signature of Judge*

**Place used forms w/signatures in the Signature Roster Envelope  
unused forms will remain in binder**

## printing Access Code reports

You can print an Access Code report on Verity Controller at any time. This report lists the number of Access Codes issued, grouped by status, and total number of ballots cast.

1. On Verity Controller, select **Print Code Report**.



### Access Code Summary Report

Date & Time Printed.

02/01/2020 5:41 PM

Total Codes Issued	6
Cast	5
Open	0
In Progress	0
Expired	0
Deactivated	0
Spilled	1



\_\_\_\_\_  
Signature





**Handwritten label (printer not working)**

<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>
<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>
<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>
<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p><b>VC #</b> Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party <b>R or D</b></p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>

**Blue copy is sent with voter to Ballot Station; yellow copy stays in folder, pink copy goes in**



## Cancelled Booth Log

Election: \_\_\_\_\_ Polling Place: \_\_\_\_\_ Date of Election: \_\_\_\_\_ Authority Conducting Election: \_\_\_\_\_

**Directions for Cancelled Booths:** If you must cancel a booth use this log to record the date and time cancelled, who cancelled the booth, and the reason it was cancelled. *Expired codes are placed in separate sleeve.*

[Thrown Out = Voter did not cast ballot]

[Spoiled = voter chose wrong language or we gave them wrong ballot style]

Date	Time	Cancelled by	Voter didn't cast ballot (✓) <i>Thrown Out</i>		Voter chose wrong language(✓) <i>Spoiled</i>	Voter given wrong ballot style (✓) <i>Spoiled</i>	Other

If USED, place in FORMS SIGNATURE ROSTER ENVELOPE. If NOT USED, leave form in Ballot Station Binder.

## Expired Code Log

**Election:** \_\_\_\_\_ **Polling Place:** \_\_\_\_\_

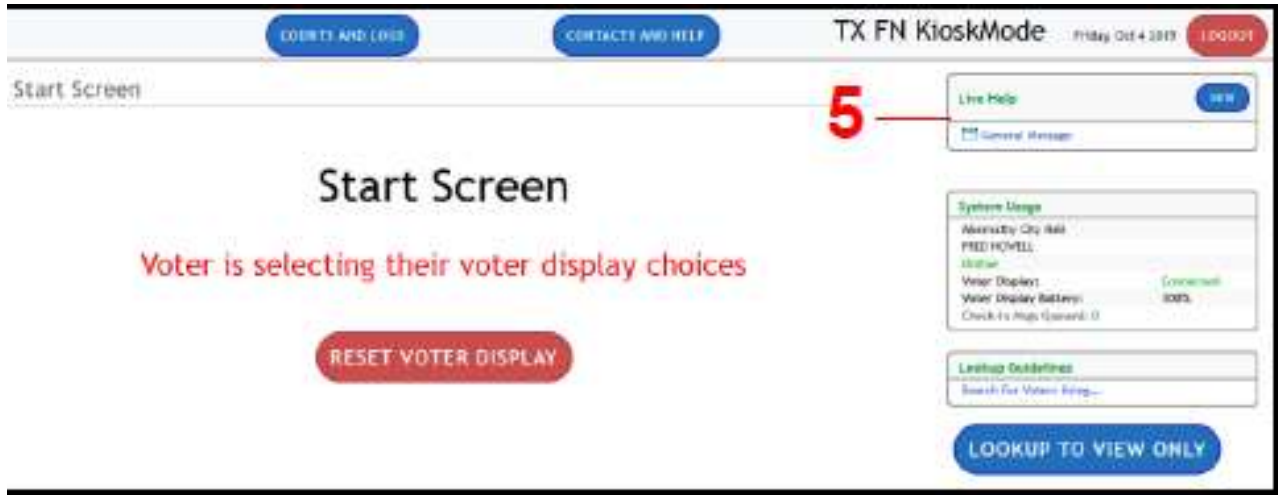
**Date of Election:**\_\_\_\_\_ **Authority Conducting Election:** \_\_\_\_\_

**Expired Codes** are codes that were issued but never entered in the eSlate.

[illegible]

**If USED, place in FORMS SIGNATURE ROSTER ENVELOPE. If NOT USED, leave form in Ballot Station Binder.**

Click on Counts and Logs to get the numbers for the reconciliation. Be sure to click on the Provisional tab to get that count also.



If you click on Logs, you will see the names of the voters checked in on that Kiosk. This can be used if you need help balancing.



Complete and separate forms according to instructions on the forms. Be sure that all signatures, dates, and top right corner of forms is completed if used.

Check time sheets to determine that all information is complete and signed by workers and judge. Failure to do so may result in delay in receiving payment.

Gather items to return to Election Office:

**Controller**

**Kiosks (with data gizzard)**

**Yellow Judge's bag**

**Provisional Ballot Box**

Verify that all equipment, signs, etc. have been returned to the proper location and is ready for pickup by the election office. Check that polling place has been returned to condition in which you found it and locked according to agreement made with location. Return supplies to Election Office.

***Thank you!***