



BALLOT AND SUPPLY TEAMS | TUESDAY CLOSING

Before leaving the Polling Location, all Election Officials must verify that all items are packed in the correct bags. Use the **Post-Election Pack-Up List** and the labels on each item to assist in completing this process.

VAT Team	
	Count the number of VOTED Provisional Envelopes inside each Clear Provisional Precinct Pouch and record the total in the space designated on the label of each pouch. Write "0" if there are no voted Provisional Ballots for that precinct.
	Provide the EPB Team with the totals from each Clear Provisional Precinct Pouch to enter during the Ballot Accounting process on the EPB.
	When the EPB Team has completed Ballot Accounting, take the Clear Provisional Precinct Pouches and place them in the YELLOW Provisional Bag. Place all unused Provisional Envelopes in the YELLOW Provisional Bag.
	Place any completed Registration Cards and forms used on Election Day in the Completed Forms Envelope and seal. Place the Completed Forms Envelope in the YELLOW Provisional Bag.
	Place the Voter Assistance Table Log and Pink Memo's in the YELLOW Provisional Bag.
	Place the remainder of the VAT items in the YELLOW Expandable Folder and pack in the YELLOW Provisional Bag:
	<ul style="list-style-type: none"> Unused Notice of Name Change (Form 10-L) Unused Provisional Ballot Notice (Form 12-H) Unused Provisional Voter Precinct Verification (Form 12-D) Unused Religious Objection Affidavit (Form 12-O) Unused Voter Registration Forms VAT Sign and Stand
	Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the <u>Yellow Provisional Bag</u> section of the Location Security Record.
	Close and seal the YELLOW Provisional Bag.

Ballot Team	
	Locate the Soiled/Voided Ballot Envelope and verify that "VOID" is written on each ballot sheet inside the envelope, then provide to the EPB team for the Ballot Accounting process.
	Retrieve any VOTED 17-Year Old Ballot Envelopes from the RED Ballot Box and give them to the EPB team for the Ballot Accounting process.
	Retrieve any VOTED Curbside Envelopes from the RED Ballot Box and give them to the EPB team for the Ballot Accounting process.
!	Once the EPB Team has entered the totals from these ballot categories into the EPB Ballot Accounting Screen, the envelopes will be returned to you. Pack these envelopes in the RED Ballot Box.
	Remove any remaining UNUSED ballots or envelopes from the RED Ballot Box and place in any GRAY Ballot Box.
	Ensure the voted ballots from ALL Ballot Scanner Compartments are placed in the RED Ballot Box.

Red Ballot Box (Alpha Precinct) with Memory Stick Bag Attached	Gray Ballot Box (one per additional precinct)
	
<ul style="list-style-type: none"> All voted Ballots from all Ballot Scanner Compartments All voted Curbside Envelopes All voted 17-Year-Old Envelopes (Primary Election Only) Black Memory Sticks from all Ballot Scanners in Memory Stick Bag (<i>do not detach Memory Stick Bag</i>) 	<ul style="list-style-type: none"> All unvoted Ballots/Ballot Packs from all precincts Soiled/Voided Envelope Blue EPB & Ballot Scanner Reports Envelope Authority to Vote Slip Envelope All unused envelopes All Security Records Precinct Voter Check-off List(s) Stub A Envelopes
	Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the <u>Red Ballot Box</u> section of the Ballot Security Record.
	Retrieve plastic seals from the Clear Plastic Envelope and record the serial numbers in the box labeled "Tuesday Night Closing Seal" under the <u>Gray Ballot Box</u> section of the Ballot Security Record for each GRAY Ballot Box.
	Close and seal the RED Ballot Box and the GRAY Ballot Box(es).

Miscellaneous Supplies	
	Remove all posted signs and flags and pack inside the BLUE Location Supply Bag.
	Take down all Voting Booths & place on the Transport Cart.
	Place the GREEN Supply Bag and all other location supplies inside the BLUE Location Supply Bag.
	Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the <u>Blue Supply Bag</u> section of the Location Security Record.
	Close and seal the BLUE Location Supply Bag.