

LOCATION SUPPLY BAGS CHECKLIST

If you are missing any supplies, call (216) 443-3277

Gray Ballot Box (One per Precinct)

Located on the Transport Cart - Verify Correct Precincts

- Memory Stick Bag - DO NOT DETACH from Gray Ballot Box (Alpha Precinct Only)
- Precinct Ballots (Verify Correct Precinct)
- Sample Ballot Posters
- Soiled/Defaced/Voided Ballot Envelope (1 per location)
- Electronic Pollbook Report Envelope (1 per location)
- Authority to Vote Slip Envelope (1 per location)
- Curbside Envelopes (2 per precinct)
- Stub A Envelopes (1 per DS200)
- Clear Plastic Envelope – DS200
 - o Pink and Green Keys for the DS200 Scanner on a Lanyard
 - o Plastic DS200 Seals
 - o Pen Pack Envelope (w/ plastic seals and tamper tape)



Blue Location Supply Bag

Located Inside DS200 Ballot Compartment

- Clear Plastic Envelope - VLM (See Checklist Below)
- Yellow VAT Folder (See Checklist on Backside) – Place on Voter Assistance Table
- Brown Expandable Folder (See Checklist on Backside)
- Sign Kit Folder (See Checklist on Backside)
- Primary Election Folder (See Checklist on Backside)
- Quick Reference Guide-Supply Team Monday Night (1 per precinct)
- Black Supplemental Envelope
- Voting Stickers
- Ballot Privacy Folders
- Flat Board
- Blue Painters' Tape
- DS200 "Scan Ballot Here" Signs (1 per DS200)
- PVC Pipes for DS200 Signs (1 with and 1 without Velcro for each sign)
- DS200 Printer Paper Roll (Extra)
- Three Prong Adaptors
- Provisional Envelopes – *Place on Voter Assistance Table*
- Glossary of Key Election Terminology (English – Spanish) – (Bilingual Precincts Only)
- 17-Year-Old Stamp (Primary Election Only)
- Microfiber Cloth
- Injury Reporting Kit
- AutoMARK Surge Projector
- PEO Handbook



Clear Plastic Envelope - VLM

- VLM Handbook
- VLM Cell Phone w/Instructions
- Combination for Cable Lock
- Important Phone Numbers for the Board of Elections
- Yellow Key to the AutoMARK on a lanyard
- Mandatory Call-In Sheet
- Yellow Maintenance Tags
- DS200 Plastic Seals
- Pen Pack Envelope

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Blue Location Supply Bag (continued)

Yellow Voter Assistance Table Folder(s) *Place on Voter Assistance Table*

- Location Voter List
- Voter Assistance Table Guide with Location Address List
- VAT Sign/Stand
- VAT Flow Chart
- Notice of Name Change (Form 10-L) – Pack of 10
- Provisional Voter Precinct Verification (Form 12-D) – Pack of 4
- Provisional Ballot Notices (Form 12-H)
- Voter Registration Forms
- Completed Forms Envelope
- Clear Plastic Provisional Pouch (1 per Precinct)

Brown Expandable Folder

- Name Tags
- Hablo Español Badges (Bilingual Precincts Only)
- Return Envelope
- Drop-Off Location Information
- Post-Election Pack Up Checklist (Laminated)
- Magnifying Sheet
- Maps
- Write-In Candidate List (if necessary)
- Issues Signs (if necessary)

Sign Kit Folder

- Acceptable Voter ID Requirements
- How to Vote Using an Optical Scan Ballot
- "Notice to Election Officials" Sign
- "Notice to Presiding Election Official" Sign
- Special Voting Instructions
- Voter Ballot Instructions
- Voting Rights Information Poster
- "Election Today" Poster
- "No Guns" and "No Smoking" Poster
- "Voting More than Once at the Same Election"
- "Remove All Political Etc."
- Directional Signs –Left Arrow & Right Arrow (2 sets)
- Spanish Language Assistance Sign for Wall
- SOS ID Poster – English and Spanish

Primary Elections Folder (Primary Election Only)

- Statement of Persons Challenged as to Party Affiliation (Form 10-X)
- 17-Year-Old Ballot Envelopes (Primary Election Only)
- 17-Year-Old Voting Instructions (Inside 17-Year-Old Envelopes)

Additional Items on the Transport Cart

- Electronic Pollbook Cases
- American Flags
- ADA Parking/Entrance Signs (if necessary)
- Voting Booths
- Green Supply Bag