

# CLOSING REMINDER CHECKLIST

The VLM and VLD (or PEO of the opposite political party) MUST ride in the same vehicle to transport ALL Election Supplies from the entire Polling Location to the assigned Drop-Off Location.

Make sure ALL Election Day supplies are packed according to the following inventory lists.

## 1. Memory Stick Bag attached to the Red Ballot Box

There is only one Memory Stick Bag per location. It is attached to the **Red** Ballot Box and must remain attached for delivery to the Drop-Off Location.

- Memory Sticks from ALL DS200s must be included in this bag. (Do not place any reports in this bag.)



## 2. Red Ballot Box (Alpha Precinct Only)

- Voted Ballots from ALL DS200 Ballot Compartments at your Polling Location.

## 3. Gray Ballot Box (one per additional DS200 Scanner)

- All unused Ballots
- All Curbside Ballot Envelopes
- Stub A Envelopes
- Soiled/Defaced/Voided Envelope
- Electronic Pollbook Reports Envelope
- Authority to Vote Slip Envelope(s)
- Clear Provisional Precinct Pouches
  - All used Provisional Envelopes
- One signed Zero Report from each DS200 in the Polling Location
- One signed Voting Results Report from each DS200 in the Polling Location
- All Security Records – Make sure all seal numbers are recorded
- All 17-Year-Old Envelopes (Primary Election Only)



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## 4. Return Envelope *(Do not pack inside any other supply bag.)*

- Payroll Card
- Voter Assistance Table Guide
- Pink Memos (All Copies)
- VLM Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
- Completed Forms Envelope
  - All completed Voter Registration Forms
  - Observer Sign-In Sheet
  - Polling Location Set-Up Diagram w/changes
  - All other completed forms



Do not place inside Red or Gray Ballot Box or Blue Location Supply Bag

<Polling Location Name>  
©PreVote

### Return Envelope

Use this envelope to return these items on election night:

- Payroll Cards
- Voter Assistance Table Guide
- Pink Memos (2)
- VLM Cell Phone  
*(After placing the Mandatory Polls Closed Call to the BOE)*
- Completed Forms Envelope

All the items above have been placed inside this envelope and the envelope has been sealed.

Election Official Signature: \_\_\_\_\_  
Election Official Signature: \_\_\_\_\_

**!** DO NOT PLACE ANY BALLOTS INSIDE THIS ENVELOPE!

**DO NOT** pack inside of any other bag!

Revised: 06.10.17

## 5. Blue Location Supply Bag

- Green Supply Bag  
(Should be packed inside the Blue Location Supply bag. If it does not fit, return it separately to the Drop-Off Location.)
- All other Election Day supplies from the Check-In Tables, Voter Assistance Table and Polling Location must be returned in the **BLUE** Location Supply Bag.



## 6. Electronic Pollbook Transport Cases

- Electronic Pollbooks w/Charging Cords
- Printers w/ Charging Cords
- MiFi Hotspot w/ Charging Cord
- Styli



**DO NOT TURN OFF ON THE MiFi HOTSPOT OR THE EPBs. The units must remain on during transport to the Drop-Off Location.**