

CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

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.

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.)

ALL RED Ballot Box(es)

- Memory Sticks from all DS200s in Memory Stick Bag (*do not detach Memory Stick Bag*)
- ALL voted ballots from ALL DS200s at the Polling Location
- ALL voted Curbside Envelopes
- All voted 17-Year-Old-Envelopes (Primary Elections only)



ALL GRAY Ballot Box(es)

- ALL Unvoted Ballots from ALL precincts at the Polling Location
- Soiled/Voided Envelope
- Blue EPB & Ballot Scanner Reports Envelope
- Authority to Vote Slip Envelopes
- ALL unused envelopes
- ALL Security Records
- Precinct Voter Check-off List (s)
- Stub A Envelopes



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

- Payroll Card(s)
- VLM Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
- Observer Sign-In Sheet
- Polling Location Diagram



Do not place the Return Envelope inside any other bag.



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ALL BLUE Location Supply Bag(s)

- 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 Polling Location



ALL YELLOW Provisional Bag(s)

- ALL Voted Provisional Envelopes in the Clear Provisional Precinct Pouches
- Completed Forms Envelope
- ALL unused or blank forms
- Provisional Envelope Overlay
- ALL unused Provisional Envelopes
- QRG – Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets



ALL 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.