

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 Ballot Scanners must be included in this bag. (Do not place any reports in this bag.)



ALL RED Ballot Box(es)

- NOTE:** These items may also be packed in the Burgundy Ballot Box if available at the Polling Location.
- USB Memory Sticks from all Ballot Scanners in Memory Stick Bag (*do not detach Memory Stick Bag*)
- ALL voted ballots from ALL Ballot Scanners at the Polling Location
- Any voted Curbside Ballots that were not able to be scanned in the Ballot Scanners
- All voted 17-Year-Old-Envelopes (*Primary Elections only*)



ALL GRAY Ballot Box(es)

- ALL unused ballots
- ALL unused envelopes
- ALL Security Records
- Authority to Vote Slip Envelope(s)
- Blue EPB & Ballot Scanner Reports Envelope(s)
- Precinct Voter Check-off List(s)
- Soiled/Voided Envelope(s)
- Stub A Envelope(s)



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)
- Location Setup Diagram
- Observer Sign-In Sheet(s)



! 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
- All unused Provisional Envelopes
- All unused or blank forms
- Completed Forms Envelope
- QRG – Provisional Voter
- Unused extra paper for the ADA Ballot Marking Device
- 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 the MiFi Hotspot or the Electronic Pollbooks. The units must remain on during transport to the Drop-Off Location.