

Receiving Board Checklist

Jurisdiction _____ Precinct _____ Election Date _____

Required:

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- Confirm the ballot container is sealed properly
- Confirm the seal number was recorded properly
- Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

Poll Book

- Clerk's Preparation Certificate completed and signed
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
- All inspectors subscribed to the Constitutional Oath of Office
- Oath administrator signed
- No lines skipped on the List of Voters
- All spoiled, affidavit, envelope, challenged, and AV ballots noted
- Ensure proper recording of write-in votes or a notation of none when applicable
- Ensure proper recording of challenges
- Ensure remarks were recorded
- Certificate of Election Inspectors completed and signed by inspectors present when polls closed
- Ballot summary is completed and totals are accurate
- Ballot container seal number is properly recorded

Ballot Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Program Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Statement of Votes (3 copies required)

- Totals tape signed by inspectors present when poll closed
- Write-in votes totaled (if necessary)
- Seal number of ballot container recorded properly
- Seal number signed by two inspectors of differing party affiliation
- Signatures of all inspectors present when polls closed

- After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.**

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

Republican Receiving Board Inspector

Democratic Receiving Board Inspector