

## Receiving Board Checklist

Jurisdiction City of Lansing Precinct \_\_\_\_\_ Election Date May 5, 2015

### Required:

- Confirm the Poll Book and Statement of Votes (Pg. I) are not sealed in the ballot container.
- Confirm the ballot container is sealed properly as verified by ballot bag receiving team.
- Confirm the seal number was recorded properly (pg. I) as recorded on receipt verified by ballot bag team.
- Confirm the number of names listed (Pg. C) in the Poll Book equals the number of ballots tabulated on the tabulator tape (long tape) and recorded on the Statement of Votes (Pg. I)

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 Ref.	Poll Book	Ballot Container Certificate	Poll Book Ref.
Pg. A	<input type="checkbox"/> Clerk's Preparation Certificate completed and signed	<input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation as verified by ballot bag receiving team	Pg. I
Pg. A	<input type="checkbox"/> Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened CHECK BOXES CHECKED	<input type="checkbox"/> Seal number properly recorded as verified by ballot bag receiving team	Pg. I
Pg. A & maybe Pg. B	<input type="checkbox"/> All inspectors subscribed to the Constitutional Oath of Office		
Pg. A & maybe Pg. B	<input type="checkbox"/> Oath administrator signed		
Pg. H	<input type="checkbox"/> All spoiled, affidavit, envelope, challenged, and AV ballots noted	<b>Statement of Votes</b> (3 copies required)	Poll Book Ref.
Pg. D	<input type="checkbox"/> Ensure proper recording of write-in votes or a notation of none when applicable	<input type="checkbox"/> Totals tape signed by inspectors present when poll closed	3 Tapes
Pg. F & G Pg. E	<input type="checkbox"/> Ensure proper recording of challenges	<input type="checkbox"/> Text of proposals attached	Back of Pg. I
Pg. I	<input type="checkbox"/> Ensure remarks were recorded	<input type="checkbox"/> Write-in votes totaled (if necessary)	Pg. D
Pg. I	<input type="checkbox"/> Certificate of Election Inspectors completed and signed by inspectors present when polls closed CHECK BOXES CHECKED	<input type="checkbox"/> Seal number of ballot container recorded properly	Pg. I
Pg. H	<input type="checkbox"/> Ballot summary is completed and totals are accurate	<input type="checkbox"/> Seal number signed by two inspectors of differing party affiliation	Pg. I
Pg. I	<input type="checkbox"/> Ballot container seal number is properly recorded	<input type="checkbox"/> Signatures of all inspectors present when polls closed	Pg. I

- 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

*Orange - must wait for ballot bag receipt from "Ballot Bag receiving team"*

*Lavender - must wait for printed reports*

### County Clerk Envelope

#### Verified Poll Book with

1. List of Voters inserted
2. Ballot Summary Report inserted
3. Remarks Inserted
4. Manila Copy of Pg. I
5. Manila copy of Pg. D

Short totals taped clipped to Pg. I

Sealed with completed **Red Seal**

### Board of Canvassers Envelope

1. List of voters (print out)
2. Ballot Summary Report (print out)
3. Remarks (Print out)
4. Pink Copy of Pg. I Certificate of Election Inspectors
5. Pink Copy of Pg. D Write-In Section
6. Short tape total
7. Seal with **completed RED Seal**

### Local Clerk Envelope

1. Receiving Board Checklist
2. Long Totals Tape
3. List of Voters (Print out)
4. Ballot Summary (Print out)
5. Remarks (Print Out)
6. Applications to Vote
7. White Copy only of Pg. I
8. White Copy only of Pg. D
9. Check of Operations
10. Automark Test Ballots
11. Provisional Ballots ( if any)
12. Anything else when done
13. Do NOT Seal