



**PIMA COUNTY**

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**ELECTIONS**

**Receiving Board  
Instructional Handout**

# ELECTION EQUIPMENT RECEIVING BOARD INSTRUCTIONS

- Receiving Board Members must work together in teams of two.
- Receiving Board Members will receive a single delivery from each of the precincts in their area.

The **Inspector** and **JOP** of these polling locations will deliver the Metal Ballot Box, the Touch Screen tablet (with encoders and cards), the paper Signature Roster, the Unofficial Envelope, the Official Envelope, and the Provisional and Early Ballot Envelope.



**UNOFFICIAL RETURNS**

**DO NOT SEAL THIS ENVELOPE**  
DO NOT place anything in the envelope except:

- Copy of the Provisional and Early Ballot
- White copy of the Official Ballot Paper
- A copy of the Official Ballot Paper
- Poll List (and Voter Book)
- Provisional Ballot and Challenge List (do not include Provisional Ballot)
- Ballot paper and Official Ballot Paper (do not include Provisional Ballot)
- White copy of the Challenge List (do not include Provisional Ballot)
- Ballot Paper (do not include Provisional Ballot)
- Poll List, Signature and Challenge List (do not include Provisional Ballot)
- Signature Paper (do not include Provisional Ballot)
- Challenge List

**Take this envelope to the Receiving Station**  
**Do not put this envelope in the Ballot Box**

**OFFICIAL RETURNS**

The Inspector And Judges must write their names ACROSS THE SEAL ON THE ENVELOPE

**DO NOT place anything in this envelope except:**

- 1. Official Poll List (Yellow Copy)  
(yellow copies from both Blue and Yellow Poll Lists)
- 2. Spoiled Ballots
- 3. Challenge List  
(IF ENTRY HAS BEEN MADE)

**Don't Forget to Seal and Sign the Envelope!**  
**Take this envelope to the Receiving Station**  
**Do not put this envelope in the Ballot Bag**

**PROVISIONAL & EARLY BALLOTS**

The Inspector And Judges must write their names ACROSS THE SEAL ON THE ENVELOPE

**DO NOT place anything in this envelope except:**

**EARLY DROPPED OFF BALLOTS**  
YELLOW ENVELOPES

**PROVISIONAL BALLOTS**

**CONDITIONAL PROVISIONAL BALLOTS**

After the polls have closed:

1. Unseal the BLUE Ballot Box and remove all Ballots.
2. Count and enter the quantity of each type of Ballot.  
(Enter the quantity of each type of Provisional Ballot on the Ballot Report.)
3. SEAL THE ENVELOPE.

**Take this envelope to the Receiving Station**  
**Do not put this envelope in the Ballot Bag**

# You will have a receipt specifically for this delivery.

ELECTION NIGHT OFFICIAL RECEIPT

Election Date \_\_\_\_\_ Time \_\_\_\_\_ VA Number \_\_\_\_\_

\_\_\_\_ **Metal Ballot Box** (If this box is not presented at Receiving, the poll workers **MUST** return to the polling place to retrieve it.)

Seal Numbers on Box \_\_\_\_\_

Seal Numbers on Seal Log \_\_\_\_\_

Seal Number on New Seal \_\_\_\_\_  
(If new seal is necessary)

Reason for putting a new seal on Metal Ballot Box (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_

(If a new seal is necessary, please initial below)

Poll worker initials \_\_\_\_\_ Receiving Board Initials \_\_\_\_\_

\_\_\_\_ **Touch Screen Tablet** inside a carrying case

Are the tamper seals on the Touch Screen Tablet intact? Yes No

If No, what is the Poll Workers explanation \_\_\_\_\_  
\_\_\_\_\_

Yellow Seal Number installed at Receiving \_\_\_\_\_

\_\_\_\_ **Pink Encoder Bag with Voter Access Cards and Supervisor Card** in side pocket of Touch Screen Carrying Case (please visually observe Encoder and Cards in side pocket of case)

\_\_\_\_ **Signature Roster** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

\_\_\_\_ **Unofficial Envelope** - If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

\_\_\_\_ **Official Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

\_\_\_\_ **Provisional and Early Ballots Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

Place a check next to any of the following items if turned in at Receiving:

\_\_\_\_ Polling Place Key                      \_\_\_\_ Cell Phone

\_\_\_\_\_  
Inspector's Signature                      \_\_\_\_\_  
Judge of Opposite Party Worker Signature

\_\_\_\_\_  
Receiving Board Member Signature                      \_\_\_\_\_  
Receiving Board Member Signature

White Copy – Attached to Metal Ballot Box    Yellow Copy – Receiving Board Member    Blue Copy – Inspector



**Fill out the receipt,  
step by step.**

Check in the Metal Ballot Box first, ensuring that the seals are in place.  
 Check the seals against the seal log and annotate it on the form.



ELECTION NIGHT OFFICIAL RECEIPT

Election Date 11/8/16 Time 8:36 VA Number 100

Metal Ballot Box (If this box is not presented at Receiving, the poll workers **MUST** return to the polling place to retrieve it.)

Seal Numbers on Box 1895005 1596600

Seal Numbers on Seal Log 1895005 1596600

Seal Number on New Seal \_\_\_\_\_  
 (If new seal is necessary)

Reason for putting a new seal on Metal Ballot Box (please be specific):  
 \_\_\_\_\_

(If a new seal is necessary, please initial below)

Poll worker initials \_\_\_\_\_ Receiving Board Initials \_\_\_\_\_

\_\_\_\_ Touch Screen Tablet inside a carrying case

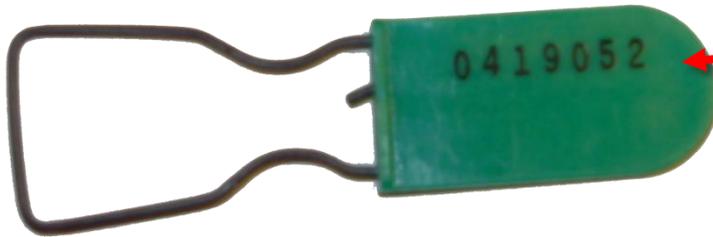
Are the tamper seals on the Touch Screen Tablet intact? Yes No

If No, what is the Poll Workers explanation \_\_\_\_\_

SEAL LOG FOR METAL BALLOT BOXES (SAMPLE)

VA	MORNING SEAL	EVENING SEAL - BACK LATCH	EVENING SEAL - SLOT LATCH
100	1895000	1895005	1596600
101	1895001	1895006	1596601
102	1895002	1895007	1596602
103	1895003	1895008	1596603
104	1895004	1895009	1596604

If a new seal has to be placed on the box for any reason, list the new seal number, write the reason why, then have the poll workers and the board members initial the receipt.



ELECTION NIGHT OFFICIAL RECEIPT

Election Date 11/8/16 Time 8:36 VA Number 100

**Metal Ballot Box** (If this box is not presented at Receiving, the poll workers **MUST** return to the polling place to retrieve it.)

Seal Numbers on Box 1895005 1596600

Seal Numbers on Seal Log 1895005 1596600

Seal Number on New Seal (If new seal is necessary) 0419052

Reason for putting a new seal on Metal Ballot Box (please be specific):  
Plastic seal broke in transit

(If a new seal is necessary, please initial below)

Poll worker initials RMI R/R Receiving Board Initials INS JOJ

\_\_\_\_ **Touch Screen Tablet** inside a carrying case

Are the tamper seals on the Touch Screen Tablet intact? Yes No

- Next, check in the Touchscreen.

Poll Worker Initials \_\_\_\_\_ Receiving Board Initials \_\_\_\_\_

**Touch Screen Tablet** inside a carrying case

Are the tamper seals on the Touch Screen Tablet intact?      Yes    No

If No, what is the Poll Workers explanation \_\_\_\_\_

\_\_\_\_\_

Yellow Seal Number installed at Receiving \_\_\_\_\_

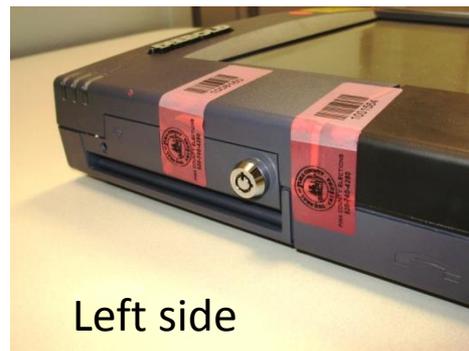
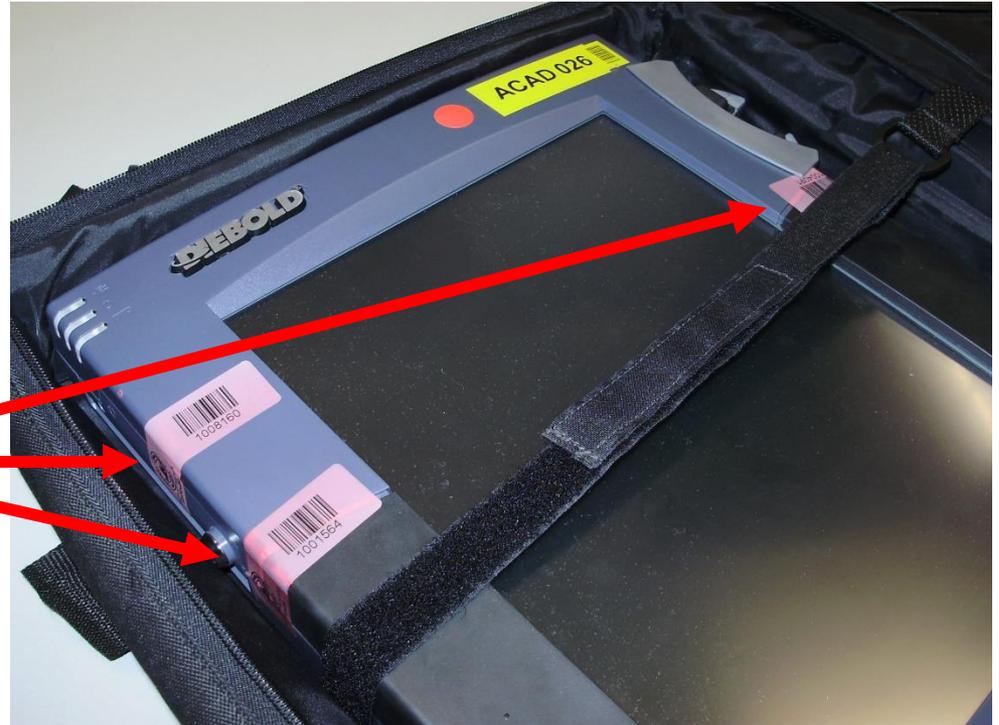
\_\_\_\_\_ **Pink Encoder Bag with Voter Access Cards and Supervisor Card** in side pocket of Touch Screen Carrying Case (please visually observe Encoder and Cards is in side pocket of case)

**Signature Roster** – If not brought to the Receiving Station, send poll workers back to \_\_\_\_\_



# TOUCH SCREEN

- Check the seals on the Touch Screen Tablet.
- There are 3 seals on the unit – 2 seals on the left and 1 on the right.



Left side



Right side

# Touch Screen

- You are **NOT** checking seal numbers, you are merely making sure the seals are on the Touch Screen, they do not have the words “Void” or “Open” showing on the seal and the seals have not been cut.



If the seals have been tampered with, ask the **Inspector** and the **JOP** what happened and write their comments on the receipt.

You will also need to make sure the Pink Zip Lock Bag containing the Encoder, supervisor card and voter access cards are in the side pocket of the Touch Screen Carrying Case.



# Complete the Touchscreen portion of the receipt.

**Touch Screen Tablet** inside a carrying case

Are the tamper seals on the Touch Screen Tablet intact?

Yes  No

If No, what is the Poll Workers explanation \_\_\_\_\_

\_\_\_\_\_

Yellow Seal Number installed at Receiving \_\_\_\_\_

**Pink Encoder Bag with Voter Access Cards and Supervisor Card** in side pocket of Touch Screen Carrying Case (please visually observe Encoder and Cards is in side pocket of case)

\_\_\_\_\_ **Signature Roster** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

\_\_\_\_\_ **Unofficial Envelope** - If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

\_\_\_\_\_ **Official Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

\_\_\_\_\_ **Provisional and Early Ballots Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

Place a check next to any of the following items if turned in at Receiving:

\_\_\_\_\_ Polling Place Key

\_\_\_\_\_ Cell Phone

If the seals have been affected in any way, get an explanation from the Inspector.

**Touch Screen Tablet** inside a carrying case

Are the tamper seals on the Touch Screen Tablet intact?      Yes       No

If No, what is the Poll Workers explanation \_\_\_\_\_

The Inspector removed the seals in the morning.

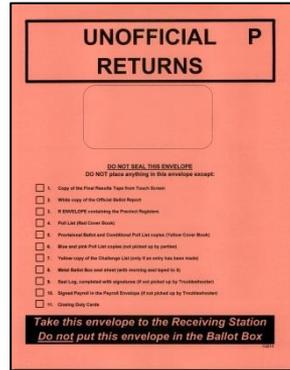
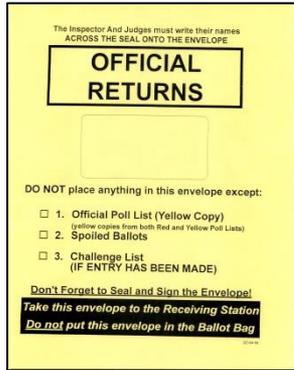
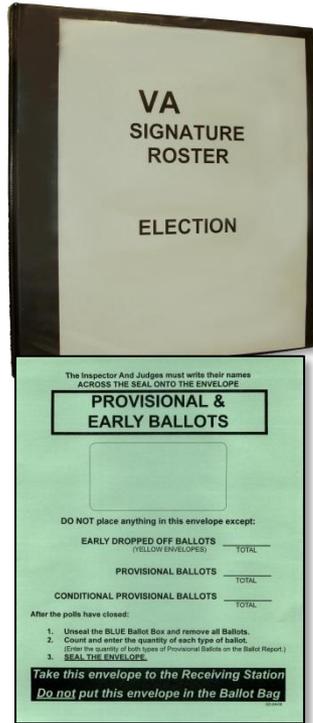
Yellow Seal Number installed at Receiving 91744

**Pink Encoder Bag with Voter Access Cards and Supervisor Card** inside pocket of Touch Screen Carrying Case (please visually observe Encoder and Cards is in side pocket of case)



Place the yellow seal on the Touchscreen bag through the zipper pulls and note the number on the receipt.

# Signature Roster, Envelopes and Other Items



- Check in the Signature Roster.
- The next items to process are the envelopes.
- Check these items off as well.

Carrying Case (please visually observe Encoder and Cards is in side pocket of case)

- ✓ **Signature Roster** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.
- ✓ **Unofficial Envelope** - If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.
- ✓ **Official Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.
- ✓ **Provisional and Early Ballots Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

Place a check next to any of the following items if turned in at Receiving:

If the poll workers have brought in keys and/or a cell phone (not all will have them) check in these items as well.

- Unofficial Envelope** - If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.
- Official Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.
- Provisional and Early Ballots Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

Place a check next to any of the following items if turned in at Receiving:

- Polling Place Key
- Cell Phone



- Last but not least, both poll workers and board members must sign the form.
- Distribute the copies as indicated on the bottom of the receipt.

ELECTION NIGHT OFFICIAL RECEIPT

Election Date 11/8/16 Time 8:36 VA Number 100

**Metal Ballot Box** (If this box is not presented at Receiving, the poll workers **MUST** return to the polling place to retrieve it.)

Seal Numbers on Box 1895005 1596600

Seal Numbers on Seal Log 1895005 1596600

Seal Number on New Seal (if new seal is necessary) \_\_\_\_\_

Reason for putting a new seal on Metal Ballot Box (please be specific):  
\_\_\_\_\_

(If a new seal is necessary, please initial below)

Poll worker initials \_\_\_\_\_ Receiving Board Initials \_\_\_\_\_

**Touch Screen Tablet** inside a carrying case

Are the tamper seals on the Touch Screen Tablet intact?  Yes  No

If No, what is the Poll Workers explanation \_\_\_\_\_

Yellow Seal Number installed at Receiving 91744

**Pink Encoder Bag with Voter Access Cards and Supervisor Card** in side pocket of Touch Screen Carrying Case (please visually observe Encoder and Cards in side pocket of case)

**Signature Roster** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

**Unofficial Envelope** - If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

**Official Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

**Provisional and Early Ballots Envelope** – If not brought to the Receiving Station, send poll workers back to polling place to retrieve it.

Place a check next to any of the following items if turned in at Receiving:

Polling Place Key  Cell Phone

Inspector  
Inspector's Signature

Judge of Opposite Party  
Judge of Opposite Party Worker Signature

Board Member 1  
Receiving Board Member Signature

Board Member 2  
Receiving Board Member Signature

White Copy – Attached to Metal Ballot Box    Yellow Copy – Receiving Board Member    Blue Copy – Inspector

White Copy – Attached to Metal Ballot Box    Yellow Copy – Receiving Board Member    Blue Copy – Inspector

# Important – NO EXCEPTIONS!

If any of these items are missing, the **Inspector** and the **JOP** must take everything with them, return to the Polling Place to get the missing item and come back to the Receiving Station.



**UNOFFICIAL RETURNS**

DO NOT place anything in this envelope except:

- 1. Precinct or Poll Results (see signed and completed with the Don't Forget envelope)
- 2. Copy of Official Results (see Precinct Results Report)
- 3. White copy of the Official Ballot Report
- 4. If ELECTION completed:
  - a. Precinct Report
  - b. Provisional Ballot Requestor Roster (First State Secret Ballot)
- 5. Poll List (Red Cover Book)
- 6. Provisional Ballot Poll List (Yellow Cover Book)
- 7. Blank and used Poll List copies (not packed up by pollster)
- 8. Return copy of the Challenge List (only if one was used)
- 9. Ballot Log, completed with signatures if not packed up by the pollster
- 10. Requestor Report to the Polling Location if not packed up by the pollster
- 11. County Data Cards

**Take this envelope to the Receiving Station  
Do not put this envelope in the Ballot Bag**

The Inspector And Judges must write their names  
ACROSS THE SEAL ONTO THE ENVELOPE

**OFFICIAL RETURNS**

DO NOT place anything in this envelope except:

- 1. Official Poll List (Yellow Copy)  
(yellow copies from both Red and Yellow Poll Lists)
- 2. Spoiled Ballots
- 3. Challenge List  
(IF ENTRY HAS BEEN MADE)

**Don't Forget to Seal and Sign the Envelope!**

**Take this envelope to the Receiving Station  
Do not put this envelope in the Ballot Bag**

The Inspector And Judges must write their names  
ACROSS THE SEAL ONTO THE ENVELOPE

**PROVISIONAL & EARLY BALLOTS**

DO NOT place anything in this envelope except:

EARLY DROPPED OFF BALLOTS

TOTAL	_____
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PROVISIONAL BALLOTS

TOTAL	_____
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CONDITIONAL PROVISIONAL BALLOTS

TOTAL	_____
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After the polls have closed:

1. Unseal the BLUE Ballot Box and remove all Ballots
2. Count and enter the quantity of each type of ballot
3. SEAL THIS ENVELOPE.

**Take this envelope to the Receiving Station  
Do not put this envelope in the Ballot Bag**