

Miscellaneous

Main Envelope – Complete front of envelope and place all tapes inside

Reconciliation Log Instructions
Election Day (Scan & Duo or Touch Writer)

Field	Instructions
Election Name	Enter the Election name (e.g., November General Election 2015).
Date	Enter the date.
Polling Place Name	Enter the Polling Place name (e.g., Sample High School).
Preparer's Initials	Initial here.
OPEN POLLS	
1. Scan Start of Day Ballot Count	Enter the ballot count before the first voter votes, from the Scan Open Polls report.
CLOSE POLLS	
2. Scan End of Day Ballot Count	Enter the ballot count after closing the polls, from the Scan Close Polls report.
3. Number of Voters Checked In	Enter the number of voters checked in at the poll book/poll pad, including provisional voters.
Total Unscanned Ballots (including provisionals)	Hand count of any paper ballots and/or printed vote records that were not scanned, including provisionals.
Comments	The Scan End of Day Ballot Count and the Number of Voters Checked In should match (lines 2 & 3). If they do not, please explain why, referencing the Controller Access Code Summary Report, Spoiled Ballot Log, Duo Standalone reports, Touch Writer reports, and/or Total Unscanned Ballots, as applicable.
Signature	Presiding official signs and dates the document at the end of the day.