Miscellaneous

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

MAIN ENVELOPE

Fill out form bel	ow (instructions on back) and in	
	Daily Device Reports Envelope Spoiled Ballot Log	9
	Sponed ballot Log	
Verity Reconcilia	tion Log – Election Day (Sca Complete one form per polling place	
Election Name:		Date:
Polling Place Name:		Preparer's Initials:
OPEN POLLS		
Enter the Start of Day Ballot Count	from the Scan Open Polls report.	
1. Scan Start of Day Ballo	ot Count (from the Scan Open Polls report)	
CLOSE POLLS Enter the End of Day Ballot Count f	from the Scan Close Polls report. Enter the N i	umber of Voters Checked In using polling
place records.	The same areas of the same areas are and the same areas are a same areas are a same areas are a same areas are	amber of voters enecked in using poining
2. <u>Scan</u> End of Day Ballot	t Count (from the Scan Close Polls report)	
 Scan End of Day Ballot Number of Voters Che 		
3. Number of Voters Che UNSCANNED BALLOT TOTA Total Unscanned Ballots (including Provisionals)	cked In (including provisionals)	ents.
3. Number of Voters Che UNSCANNED BALLOT TOTA Total Unscanned Ballots (including Provisionals)	ALS (if applicable)	ents.
3. Number of Voters Che UNSCANNED BALLOT TOTA Total Unscanned Ballots (including Provisionals) Line 2 should match line 3. If it do	ALS (if applicable)	ents.
3. Number of Voters Che UNSCANNED BALLOT TOTA Total Unscanned Ballots (including Provisionals) Line 2 should match line 3. If it do	ALS (if applicable)	ents.
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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.		