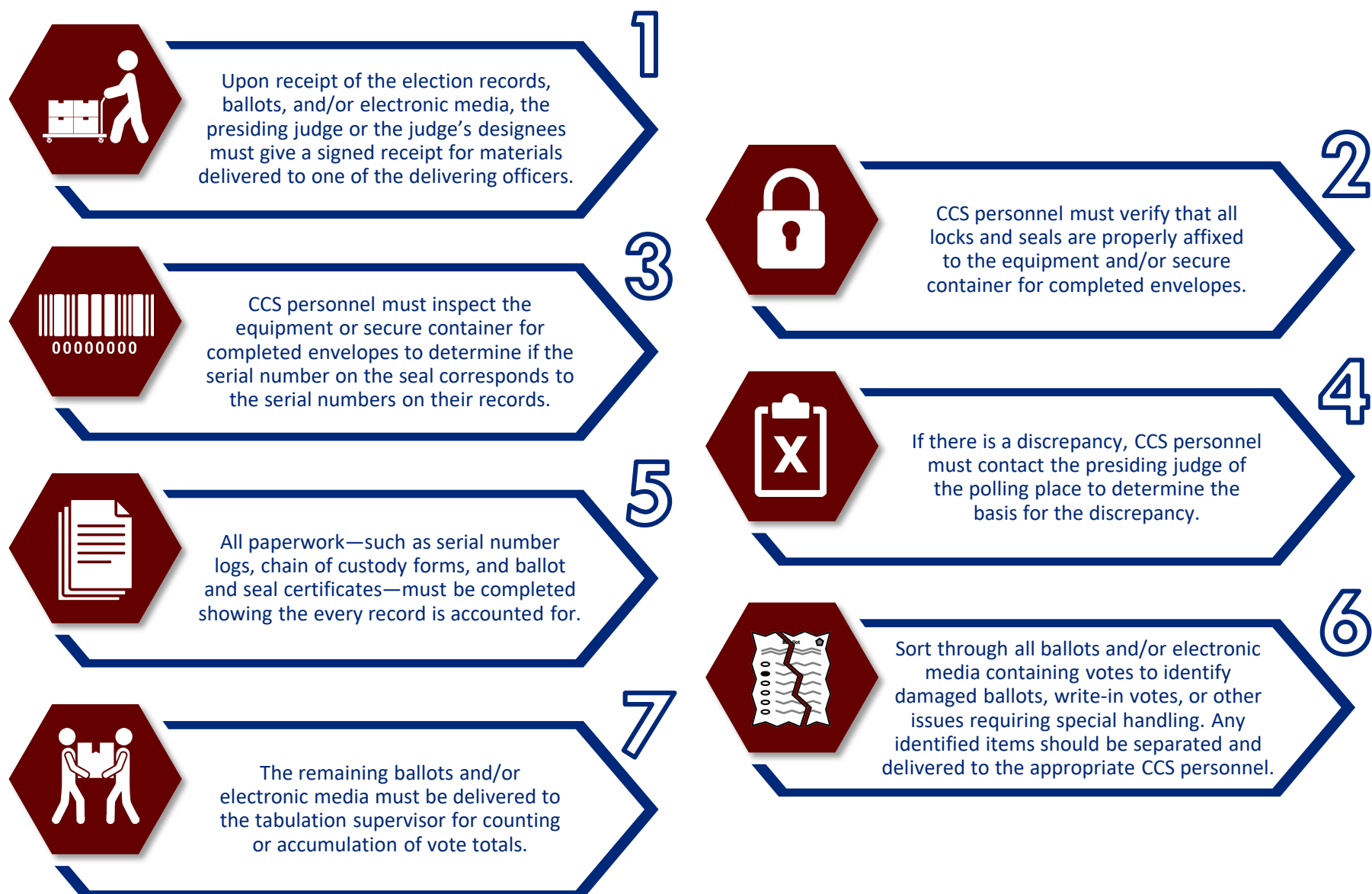




## PROCEDURES FOR THE INTAKE OF MATERIALS WORKBOOK

Streamline your central counting station (CCS) operations with this workbook for intaking election materials. Start by reviewing this page to understand the recommended steps. Then, proceed to the next page to fill in your specific intake strategy.





## PROCEDURES FOR THE INTAKE OF MATERIALS WORKBOOK

|   |                                                                               |      |                           |
|---|-------------------------------------------------------------------------------|------|---------------------------|
| 1 | Receive Records and Provide Receipt to the Person Delivering                  | Who? | What is the general plan? |
| 2 | Verify Locks and Seals are Properly Affixed                                   | Who? | What is the general plan? |
| 3 | Verify Serial Number on the Seal Matches Records                              | Who? | What is the general plan? |
| 4 | Contact Presiding Judge in Case of a Discrepancy                              | Who? | What is the general plan? |
| 5 | Check for Completeness of Paperwork                                           | Who? | What is the general plan? |
| 6 | Review and Sort Ballots and/or Electronic Media That Require Special Handling | Who? | What is the general plan? |
| 7 | Deliver Ballots and/or Electronic Media to Tabulation Supervisor              | Who? | What is the general plan? |