

Closing the Polls Checklist

- Close DS200 and ExpressVote using instruction sheets for closing the voting machines found in the Black Bag. Record DS200 closing counter numbers on Accuracy Test/Verification Sheet. Have all Officers sign Accuracy Test/Verification Sheet for each voting machine and place in Ballot Accountability Envelope. Seal voting machines using red seals provided in the Ballot Accountability Envelope. Record seal numbers on Ballot Accountability Envelope.
- Place Election Results Device from the DS200 in Pink Election Results Device Envelope then place in Black Bag for return to the Receiving Station.**
- Have all Election Officers sign the results tape and place in Results Tape Envelope to be put into Black Bag for Return to Receiving Station.
- Post second results tape on the door of the precinct.
- Complete the Ballot Accountability Envelope and put into Black Bag for Return to Receiving Station. Inside the envelope must include:
 - Broken Red Seals.
 - Accuracy Test/Verification Sheets.
- Pack the Black Bag. It **must** contain the following:
 - **Pink Election Results Device Envelope containing the Election Results Device**
 - **Ballot Accountability Envelope (Containing Accuracy Test/Verification Sheets)**
 - **Results Tape Envelope containing zero tape and results tape**
 - **Oath Return Envelope**
 - **Precinct Sheriff's Post-Election Report Envelope**
 - **Precinct Signature Rosters**
 - **Orange Provisional Ballot Bag**
- Take down all signs and place in Gray Bin.
- Place all other supplies into the Gray Bin-this includes unused ballots and spoiled ballots inside Spoiled Ballot Envelope.
- Seal Gray Bin using seals provided in Ballot Accountability Envelope. Record seal numbers on the Ballot Accountability Envelope.
- Break down voting booths and set them next to the DS200, ExpressVote, and Gray Bin.