

Register of Official Ballots for Early Voting at Branch Location

- Parts of this duplicate form will be pre-filled out.
- This form must be started at Site Setup.
- Parts of the form must be updated daily at the end of each day during Early Voting.
- This form must be completed at the end of Early Voting.
- **BOTH the AM and PM Deputy must sign this form.**

Register of Official Ballots for Early Voting at Branch Location

Election Title: _____ Location Name: _____

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
	Initial Ballots Issued			
	Supplemental Ballots Issued			
	Supplemental Ballots Issued			
	Supplemental Ballots Issued			
	Supplemental Ballots Issued			

A: Number of Ballots Issued
Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.

Initial Ballots Issued

Supplemental Ballots Issued

A Total

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count		Provisional		B Total
	Day 1	2	3	4	C Total
	Day 5	6	7	8	
	Day 9	10	11	12	
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1	2	3	4	D Total
	Day 5	6	7	8	
	Day 9	10	11	12	
	D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1	2	3	4
Day 5		6	7	8	
Day 9		10	11	12	
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total		Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.		

F: Total Number of Ballots Accounted For
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A

Box B Total

Box C Total

Box D Total

Box E Total

F Total

Deputy Signature (AM)

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Pre-filled out information: Header

The Election Title, Location Name, and Initial Ballots Issued will be pre-filled on the form.

7-15

Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code 9/2023



Register of Official Ballots for Early Voting at Branch Location

Election Title: 624 Location Name: Your Location

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued		0000001	0005000	10/20/24	
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					

Pre-filled out information: Section A

The Initial Ballots Issued field should be prefilled when you receive this form.

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued 5000	+	Supplemental Ballots Issued =	A Total
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Site Setup: Header

When receiving ballots at site set-up, the deputy who is present should initial the form.

7-15

Approved by Secretary of State

Sections 65.013 and 81.002, Texas Election Code 9/2023



Register of Official Ballots for Early Voting at Branch Location

Election Title: 624 Location Name: Your Location

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
	Initial Ballots Issued	0000001	0005000	10/20/24	DDM
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				

Supplemental Ballots: Header

If supplemental ballots are delivered, record the beginning and ending serial numbers and date of delivery. The Deputy who receives the supplemental ballots should initial the form.

7-15

Approved by Secretary of State

Sections 65.013 and 81.002, Texas Election Code 9/2023

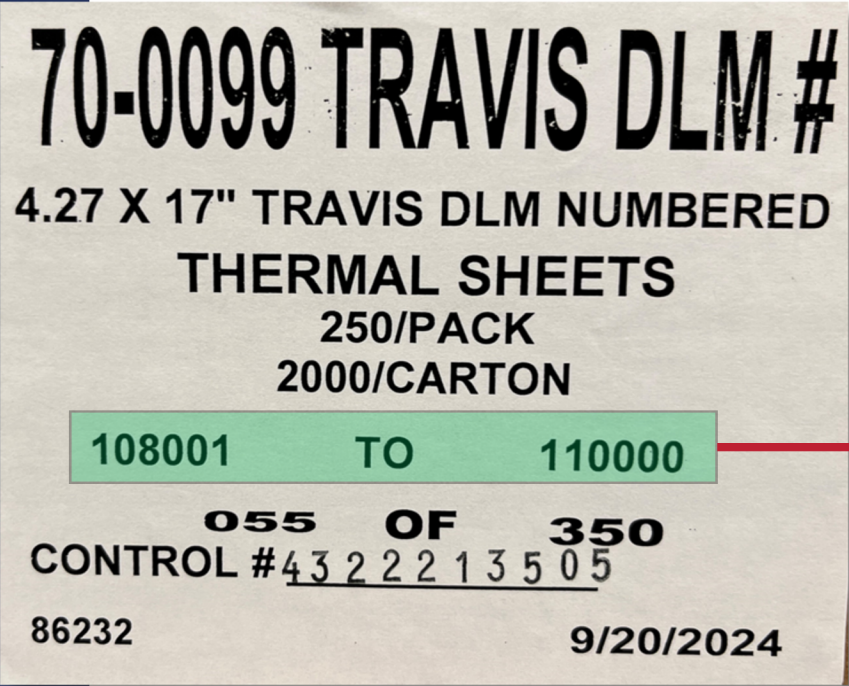


Register of Official Ballots for Early Voting at Branch Location

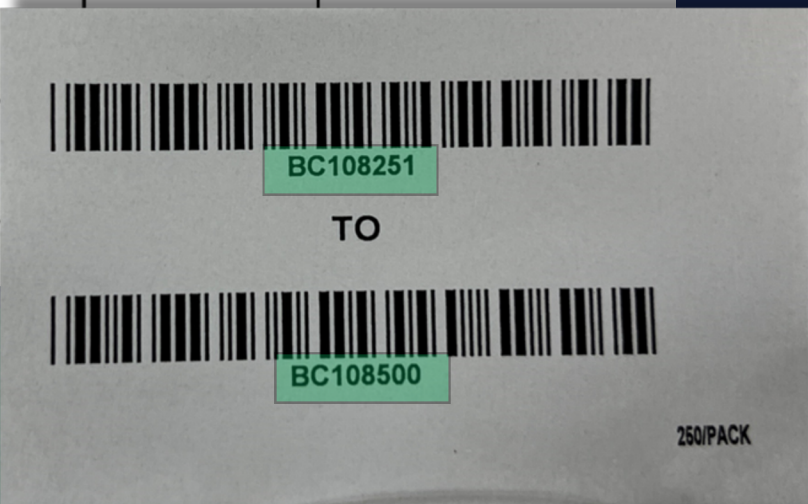
Election Title: 624 Location Name: Your Location

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	10/20/24	DDM
Supplemental Ballots Issued	108001	110000	10/30/24	PBR
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

*Label on outside of box



*Label on wrapped packages



Nightly: Section C

At the end of each day of Early Voting, the PM Deputy will record the number of Spoiled Ballots for that day. Best practice is to record this at the same time you complete your Daily Balancing Envelope.

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: **2**

C: Spoiled Ballots
At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total

Day	1	2	3	4	C Total
Daily Total	10	+	0	+	
			2	+	
				0	
Day	5	6	7	8	
Daily Total	3	+	4	+	
			15	+	
				2	
Day	9	10	11	12	
Daily Total	0	+	0	+	
			10	+	
				11	

7-93
Prescribed by Secretary of State
Section 64.007, Texas Election Code
9/2023

Type of Election	Polling
Date of Election	Authori Travis C Election

REGISTER OF SPOILED BALLOTS

	Ballot Serial Number	Name of Voter	Spoiled by Voter
1	210002	Margaret Thatcher	
2	210013	Harry Styles	
3	210052	Deborah Harry	
4	210053	Mary Shelly	
5	210054	Barry White	
6	210055	Peter Pan	
7	210071	Paul Lind	
8	210245	Joseph Jones	
9	210302	Corry Hart	
10	210502	Corey Haim	
11	210515	Corey Feldman	
12			
13			
14			
15			
16			
17			
18			

Pre-Filled Out

Site Setup

As needed

Nightly

Nightly: Section D

At the end of each day of Early Voting, the PM Deputy will record the number of Emergency Ballots (if any) for that day.

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total	0	0	4	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
	Day	9	10	11	12	
	Daily Total	0	0	0	0	
	Day					
	Daily Total					
	Day					
	Daily Total					
	Day					
	Daily Total					

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: 2

Pre-Filled Out

Site Setup

As needed

Nightly

Filling Out Section A

For the last night of Early Voting, the PM Deputy will fill out the following information.

Record the total number of supplemental ballots delivered during the whole of Early Voting from the header.

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
	Initial Ballots Issued	000001	005000	10/20/24	DDM
	Supplemental Ballots Issued	108001	110000	10/30/24	PBR
	Supplemental Ballots Issued	211001	212000	11/1/24	DDM
	Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued		Supplemental Ballots Issued	A Total
	5000	+	3000	

Filling Out Section A

Record the total of Initial Ballots and Supplemental Ballots in the “A Total” box.

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued 5000	+	Supplemental Ballots Issued 3000	=	A Total 8000
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Filling Out Sections B - D

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count		Provisional		B Total
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	C Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total		Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.		E Total	

Section B

For the last night of Early Voting, the PM Deputy will fill out the following information.

After all ballots have been cast, record the Public Count from the Ballot Scanner.

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook s. Record the total in box B	Public Count	Provisional	B Total
	4985		

G21 Training Election
Travis County
11/01/2021

Public Count: 4985
Protected Count: 24

Tools Help

11:33 AM

Insert Here

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Section B

Using the ePollbook, record the total number of Provisional Ballots for the entire Early Voting period. Make sure no date is selected in the drop down list.

2020-02-04 18:37

Check In Totals

March 3, 2020 Primary Election - P20
0161 - ACC Highland

For Date: 2020-02-04

Regular: 4991
Provisional: 25

<p>B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.</p>	<p>Public Count</p> <p>4985</p>	<p>Provisional</p> <p>25</p>	<p>B Total</p>
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TRAINING

Check-In Totals

23%

1:40 PM

BACK

HOME

PRINT

Include For

Show Precinct

Select Date

This Loca...

This Touchpad

No

Yes

CLEAR

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Cancel Chec...	Total
140A	541	Express Link	1	0	0	1

Section B

Record the total of the Public Count and Provisional in the “B Total” box.

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count 4985	+	Provisional 25	=	B Total 5010
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Section C

On the last day of Early Voting, once all Spoiled Ballots are counted for that day, add all the boxes and record the number in “C Total” box.

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	C Total				
	Daily Total	10	+	0	+		2	+	0	
	Day	5	6	7	8					
	Daily Total	3	+	4	+		15	+	2	=
	Day	9	10	11	12					
	Daily Total	0	+	0	+		10	+	11	
57										

Section D

On the last day of Early Voting, add all the boxes and record the total number of Emergency Ballots in “D Total” box.

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total	0	0	2	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
	Day	9	10	11	12	
	Daily Total	0	0	0	0	

4

Section E

On the last day of Early Voting, once all ballots have been cast and polls are closed, count the number of **opened** ballots that **have not been used**.

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots <div>179</div>	Number of Unopened packages X Number of Ballots per package. <div>11 x 250 = 2750</div>	E Total
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Count the number of unopened ballot packages and multiply that number by the number of ballots that are in each package.

Section E

Record the total for the number of unused ballots in “E Total” box.

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots 179	Number of Unopened packages X Number of Ballots per package. 11 × 250 = 2750	E Total 2929
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Section F

Once Sections A through D are completed, record the totals from Box B, Box C, and Box D. Add each together and record the total in “E Total” box.

Register of Official Ballots for Early Voting at Branch Location
Election Title: G 24 Location Name: Your Location

Ballots Received Serial Number Range		Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received					
Initial Ballots Issued		000001	005000	10/20/24	DDM
Supplemental Ballots Issued		108001	110000	10/30/24	PBR
Supplemental Ballots Issued		211001	212001	11/1/24	DDM
Supplemental Ballots Issued					
Supplemental Ballots Issued					

A: Number of Ballots Issued	Initial Ballots Issued	Supplemental Ballots Issued	A Total
Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	5000	3000	8000

B: Number of Ballots Voted in Person		Public Count		Provisional		B Total
On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		4985		25		5010
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1 Daily Total	10	0	2	0	C Total 57
	Day 5 Daily Total	3	4	15	2	
	Day 9 Daily Total	0	0	10	11	
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1 Daily Total	0	0	4	0	D Total 4
	Day 5 Daily Total	0	0	0	0	
	Day 9 Daily Total	0	0	0	0	
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total		Opened, Unused Ballots 179	Number of Unopened packages X Number of Ballots per package. 11x250 =2750			E Total 2929

F: Total Number of Ballots Accounted For	Box B Total	Box C Total	Box D Total	Box E Total	F Total
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A					

Deputy Signature (AM) _____ Deputy Signature (PM) _____

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

F: Total Number of Ballots Accounted For
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A

Box B Total 5010	Box C Total 57	Box D Total 4	Box E Total 2929	F Total 8000
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Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Section F

Your total for “E Total” box and “A Total” box should be the same. If the difference is **plus or minus 4** or more, double check your math and recount items if necessary. If there is still a difference of 4 or more, return with materials.

Register of Official Ballots for Early Voting at Branch Location
Election Title: G 24 Location Name: Your Location

Ballots Received Serial Number Range		Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received					
Initial Ballots Issued		000001	005000	10/20/24	DDM
Supplemental Ballots Issued		108001	110000	10/30/24	PBR
Supplemental Ballots Issued		211001	212001	11/1/24	DDM
Supplemental Ballots Issued					
Supplemental Ballots Issued					

A: Number of Ballots Issued	Initial Ballots Issued	Supplemental Ballots Issued	A Total
Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	5000	3000	8000

B: Number of Ballots Voted in Person		Public Count		Provisional		B Total			
On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		4985		25		5010			
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1	2		3		4		C Total	
	Daily Total	10		0		2			0
	Day 5	6		7		8			
	Daily Total	3		4		15			2
	Day 9	10		11		12			
	Daily Total	0		0		10			11
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1	2		3		4		D Total	
	Daily Total	0		0		4			0
	Day 5	6		7		8			
	Daily Total	0		0		0			0
	Day 9	10		11		12			
	Daily Total	0		0		0			0
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total		Opened, Unused Ballots		Number of Unopened packages X Number of Ballots per package.				E Total	
		179		*11x250* = 2750				2929	

Deputy Signature (AM) _____ Deputy Signature (PM) _____

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

F: Total Number of Ballots Accounted For

Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A

Box B Total

5010

Box C Total

57

Box D Total

4

Box E Total

2929

F Total

8000

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Section E

Once the form is completed the PM Deputy will sign. The AM deputy will need to sign this form at the end of their shift on the last day of Early Voting.

Register of Official Ballots for Early Voting at Branch Location

Election Title: G 24Location Name: Your Location

Ballots Received Serial Number Range	Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received				
Initial Ballots Issued	000001	005000	10/20/24	DDM
Supplemental Ballots Issued	108001	110000	10/30/24	PBR
Supplemental Ballots Issued	211001	212001	11/1/24	DDM
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued	Initial Ballots Issued	Supplemental Ballots Issued	A Total
Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	5000	3000	8000

B: Number of Ballots Voted In Person	Public Count	Provisional	B Total
On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	4985	25	5010

C: Spoiled Ballots	Day	1	2	3	4	C Total
At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Daily Total	10	0	2	0	57
	Daily Total	3	4	15	2	
	Daily Total	0	0	10	11	

D: Emergency Ballots	Day	1	2	3	4	D Total
At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Daily Total	0	0	4	0	4
	Daily Total	0	0	0	0	
	Daily Total	0	0	0	0	

E: Number of Unused Ballots	Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	E Total
Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	179	11 x 250 = 2750	2929

F: Total Number of Ballots Accounted For	Box B Total	Box C Total	Box D Total	Box E Total	F Total
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	5010	57	4	2929	8000

Dan Dean Mann

Deputy Signature (AM)

Pat Blue Ribbon

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Dan Dean Mann

Deputy Signature (AM)

Pat Blue Ribbon

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag

Filing the Form

Once the form is completed and signed, separate the white and yellow copies of the pages.

Register of Official Ballots for Early Voting at Branch Location						
Election Title: G24		Location Name: Your Location				
Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials	
Initial Ballots Issued		000001	005000	10/20/24	DDM	
Supplemental Ballots Issued		108001	110000	10/30/24	PBR	
Supplemental Ballots Issued		211001	212001	11/1/24	DDM	
Supplemental Ballots Issued						
Supplemental Ballots Issued						
A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.		Initial Ballots Issued 5000	Supplemental Ballots Issued 3000	A Total 8000		
B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count 4985	Provisional 25	B Total 5010		
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1	2	3	4	C Total 57	
	Daily Total	10	0	2		0
	Day 5	6	7	8		
	Daily Total	3	4	15		2
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1	2	3	4	D Total 4	
	Daily Total	0	0	4		0
	Day 5	6	7	8		
	Daily Total	0	0	0		0
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total	Day 9	10	11	12	E Total 2929	
	Daily Total	0	0	10		11
	Day 1	2	3	4		
	Daily Total	0	0	0		0
F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A		Box B Total 5010	Box C Total 57	Box D Total 4	Box E Total 2929	F Total 8000
Dan Dean Mann Deputy Signature (AM)		Pat Blue Ribbon Deputy Signature (PM)				
File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.						

Register of Official Ballots for Early Voting at Branch Location						
Election Title: G24		Location Name: Your Location				
Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials	
Initial Ballots Issued		000001	005000	10/20/24	DDM	
Supplemental Ballots Issued		108001	110000	10/30/24	PBR	
Supplemental Ballots Issued		211001	212001	11/1/24	DDM	
Supplemental Ballots Issued						
Supplemental Ballots Issued						
A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.		Initial Ballots Issued 5000	Supplemental Ballots Issued 3000	A Total 8000		
B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count 4985	Provisional 25	B Total 5010		
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1	2	3	4	C Total 57	
	Daily Total	10	0	2		0
	Day 5	6	7	8		
	Daily Total	3	4	15		2
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1	2	3	4	D Total 4	
	Daily Total	0	0	4		0
	Day 5	6	7	8		
	Daily Total	0	0	0		0
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total	Day 9	10	11	12	E Total 2929	
	Daily Total	0	0	10		11
	Day 1	2	3	4		
	Daily Total	0	0	0		0
F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A		Box B Total 5010	Box C Total 57	Box D Total 4	Box E Total 2929	F Total 8000
Dan Dean Mann Deputy Signature (AM)		Pat Blue Ribbon Deputy Signature (PM)				
File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.						

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Filing the Form

File the White Copy in the Daily Balancing Envelope.

File the Yellow Copy in the Purple Ballot Bag with the opened, unused ballot cards.

Daily Balancing Envelope

Location: _____

Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

1. The Public count is located on the upper middle portion of the Ballot Scanner screen.

2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.

1. Touch the **TOOLS** button in the top right-hand portion of the Ballot Scanner screen.

2. Enter the Election Code and touch **ACCEPT**.

3. Touch **REPORT OPTIONS**. Use the yellow down arrow to scroll down to the second page.

4. Touch **CONFIGURATION REPORT** and touch **PRINT REPORT**.

5. Tear off report and file in this envelope.

6. Touch the **ADMIN** button in the top right-hand portion of the screen.

7. Touch **SHUTDOWN** to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

1. Touch the three bar menu option in the upper right-hand corner of the screen.

2. Touch **CHECK-IN TOTALS**.

3. Choose today's date from the drop-down menu.

4. Touch the blue **PRINT** button on the upper left-hand portion of the screen.

5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.

6. File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

AM Deputy Signature

PM Deputy Signature

Register of Official Ballots for Early Voting at Branch Location

Election Title: **G24** Location Name: **Your Location**

Ballots Received Serial Number Range

Record the beginning serial number and ending serial number for all blank ballots received.

	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	10/20/24	DDM
Supplemental Ballots Issued	108001	110000	10/30/24	PBR
Supplemental Ballots Issued	211001	212001	11/1/24	DDM
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued

Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.

Initial Ballots Issued	Supplemental Ballots Issued	A Total
5000	3000	8000

B: Number of Ballots Voted in Person

On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.

	Public Count	Provisional	B Total
4985	25	5010	

C: Spoiled Ballots

At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total.

Day	1	2	3	4	C Total
Daily Total	10	0	2	0	57
Day 5		6	7	8	
Daily Total	3	4	15	2	
Day 9		10	11	12	
Daily Total	0	0	10	11	

D: Emergency Ballots

At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total.

Day	1	2	3	4	D Total
Daily Total	0	0	4	0	4
Day 5		6	7	8	
Daily Total	0	0	0	0	
Day 9		10	11	12	
Daily Total	0	0	0	0	

E: Number of Unused Ballots

Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total.

Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	E Total
179	11x250=2750	2929

F: Total Number of Ballots Accounted For

Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A.

Box B Total	Box C Total	Box D Total	Box E Total	F Total
5010	57	4	2929	8000

Don Dean Mann

Deputy Signature (AM)

Pat Blue Ribbon

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Register of Official Ballots for Early Voting at Branch Location

Election Title: **G24** Location Name: **Your Location**

Ballots Received Serial Number Range

Record the beginning serial number and ending serial number for all blank ballots received.

	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	10/20/24	DDM
Supplemental Ballots Issued	108001	110000	10/30/24	PBR
Supplemental Ballots Issued	211001	212001	11/1/24	DDM
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued

Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.

Initial Ballots Issued	Supplemental Ballots Issued	A Total
5000	3000	8000

B: Number of Ballots Voted in Person

On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.

	Public Count	Provisional	B Total
4985	25	5010	

C: Spoiled Ballots

At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total.

Day	1	2	3	4	C Total
Daily Total	10	0	2	0	57
Day 5		6	7	8	
Daily Total	3	4	15	2	
Day 9		10	11	12	
Daily Total	0	0	10	11	

D: Emergency Ballots

At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total.

Day	1	2	3	4	D Total
Daily Total	0	0	4	0	4
Day 5		6	7	8	
Daily Total	0	0	0	0	
Day 9		10	11	12	
Daily Total	0	0	0	0	

E: Number of Unused Ballots

Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total.

Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	E Total
179	11x250=2750	2929

F: Total Number of Ballots Accounted For

Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A.

Box B Total	Box C Total	Box D Total	Box E Total	F Total
5010	57	4	2929	8000

Don Dean Mann

Deputy Signature (AM)

Pat Blue Ribbon

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV