

**Spokane County Elections
Voter Service Center Supply List
Primary Election
August 6, 2013**

**AutoMark
AutoMark Privacy Shield
AutoMark Table
AutoMark Privacy Screen
Ballot Box (Metal)—Locked and Sealed
Voting Booths — 1 Handicap & 1 Regular
Sandwich Boards
Blocks—(1 for Each New Sandwich Board)
Flag and Poles (St. Marks' only)**

Red Bag — with following items

HAVA (Sec. Of State) “Voting Information” Poster—(Post)
HAVA Poster Postings—Election Day VSC Information and Example Ballot
“AutoMark Test Ballots” Ziploc
Provisional Ballots — (Please verify count)
“Late Ballot” Ziploc

Record Book — (Loose inside Front Cover of Record Book)

- Ballot Tally Sheet
- Time Sheet
- Seal Verification Label-(Adhered Inside Front Cover)

Procedure Book

- VSC Staff Assignments
- VSC Procedures
- Provisional Ballot Procedures
- Provisional Ballot Quick-Reference/Final Check Procedures
- Election Night Return List
- MapQuest directions to 9:00 pm Closure USPS mail box
- Drop-Box Procedures — **For Library and STA VSC Use—Only if Instructed**
- WA County’s Contact Information
- Sample-“Voting Rights Restoration in Washington State” ACLU Pamphlet

“Completed Forms” Ziploc

Plastic Seals and Certificates— Inside Side Pocket

Supply Tub — with following items

“Provisional Ballot Items” Ziploc

- Provisional Ballot Outside Envelope –**White**
- Provisional Ballot Security Envelope – Yellow
- Provisional Ballot Notification Instructions
- Voter Registration Forms
- Glue Stick – to Attach VR forms to Provisional Ballot Envelope

“Vote-by-Mail Items” Ziploc

- Outer Return Envelopes – White (with Declaration)
- Security Envelopes – Yellow
- Signature Guides
- Ballot Secrecy Folder

“Misc. Signage” Ziploc

- **Sample Ballot—*****Please Post Each Face*******
- “This Ballot Box Closed” Sign—For Each Ballot Box
- Magnifiers (Flat and Hand Held)
- Complaint Forms—New
- “Vote” Signs (with arrow)
- “Voting Rights Restoration in Washington State” ACLU Pamphlet

“Misc. Voter Service Center Supplies” Ziploc

- Bag of Name Tags
- Pens (If pen quits working, please throw away) ☺
- Rubber Finger
- Tape — scotch & masking
- Thumb Tacks — 1 Canister
- Sharpie Pens – for marking Ballots (If pen quits working, please throw away)
- Bag of Rubber Bands
- "I Voted" Stickers
- "Future Voter" Stickers
- Death Cancellation Cards

“AutoMark Items” Ziploc

- Headphone Covers
- Spare Ink Cartridge
- Key
- Sanitizing Wipes
- “AutoMark Misc. and Trash” Ziploc

Gaffer Tape**Flashlight****Extension Cords — 2****Voting Instructions — Inside Voting Booth****Voter’s Pamphlet—When Applicable**