



# Ballot Box Transfer

## Early Voting Chain of Custody Record

Election: <i>General &amp; Joint 2024</i>	Blue Ballot Box Asset Tag: <i>BBBX 0866</i>	Departure Date: <i>10-24-2024</i> Time: <i>2:00</i> AM/PM
Vote Center #: <i>E0048</i>	VC Name: <i>Glenn Heights Community Center</i>	Arrival Date: <i>10-24-2024</i> Time: <i>2:56</i> AM/PM

**Section 1 – Completed by Ballot Box Transfer Team**

If **NO FULL** Blue Ballot Boxes in vehicle, all Ballot Box Transfer Team members enter Vote Center

If **FULL** Blue Ballot Box in vehicle, 1 team member enters Vote Center, 1 remains with vehicle

**Upon entering the Vote Center, locate the Presiding Election Officer (PEO), show them your badge & tell them you're here to collect the full Blue Ballot Box & deliver an empty Blue Ballot Box**

**Section 2 – Completed at Vote Center (check each item as it is completed)**

<input checked="" type="checkbox"/>	PEO: Record the <b>Public Count</b> that is currently shown on Vote Tabulator <span style="color: red;">→</span>	<i>1598</i>
<input checked="" type="checkbox"/>	Key Custodian: Locate Door #1 on Vote Tabulator, remove red padlock using small key	Unlocked Padlock # <i>8</i>
<input checked="" type="checkbox"/>	PEO: Unlock and open Door #1 using red tab key	
<input checked="" type="checkbox"/>	PEO: Close lid flaps on the full Blue Ballot Box and remove the box from Vote Tabulator	
<input checked="" type="checkbox"/>	PEO: Look inside Door #1, retrieve any voted ballots that fell outside Ballot Box, and place inside Ballot Box	
<input checked="" type="checkbox"/>	Key Custodian: Lock the yellow lock on the full Blue Ballot Box using yellow key	
<input checked="" type="checkbox"/>	PEO: Lock silver lock on the other end of the full Blue Ballot Box using red tab key	
<input checked="" type="checkbox"/>	PEO: Open replacement Blue Ballot Box, inspect & verify it is empty, then close lid flaps	
<input checked="" type="checkbox"/>	PEO: Place empty replacement Blue Ballot Box inside Door #1 of the Vote Tabulator and open lid flaps	
<input checked="" type="checkbox"/>	PEO: Re-lock Door #1 using the red tab key	
<input checked="" type="checkbox"/>	PEO: Place red padlock on Door #1 & lock; <i>if padlock replaced, record new padlock #</i> <i>if padlock NOT replaced, write "N/A"</i>	<i>N/A</i>
<input checked="" type="checkbox"/>	PEO: Place a Blue Zip Seal on one end of the full Blue Ballot Box & record seal #	<i>00014726</i>
<input checked="" type="checkbox"/>	PEO: Place a second Blue Zip Seal on the other end of full Blue Ballot Box & record seal #	<i>00014725</i>
<input type="checkbox"/>	PEO: Release the sealed full Blue Ballot Box to the Ballot Transfer Team	

Key Custodian	Print <i>Shay Cathey</i>	Signature <i>Shay Cathey</i>	Date: <i>24 Oct 24</i> Time: <i>3:00</i> AM/PM
Presiding Election Officer	Print <i>Wanda Davis</i>	Signature <i>Wanda Davis</i>	Date: <i>10-24-24</i> Time: <i>3:05</i> AM/PM
<input type="checkbox"/>	Remove Pink copy of this form and hand over to Key Custodian		
<input type="checkbox"/>	Remove Yellow copy of this form and place in Blue Document Bag		
<input type="checkbox"/>	Hand over White copy of this form to Ballot Box Transfer Team		

**Section 3 – Completed at Central Count Station**

Verify Blue Zip seal numbers on the full Blue Ballot Box match Blue Zip seal numbers listed in Section 2.

Ballot Box Transfer Team Member	Print <i>K. LARIC</i>	Signature <i>[Signature]</i>	Date/Time <i>10/24/24 3:58</i>
Central Count Personnel	Print <i>A. Gullaspie</i>	Signature <i>A. Gullaspie</i>	Date/Time <i>10/24/24 4:00p</i>



# Ballot Box Transfer

## Early Voting Chain of Custody Record

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Election:	Blue Ballot Box Asset Tag:	Departure
General & Joint 2024	BBBX0899	Date: 10/30/24
		Time: 8:45 AM/PM
Vote Center #:	VC Name:	Arrival
E0048	Glenn Heights Comm Center	Date: 10/30/24
		Time: 11:35 AM/PM

### Section 1 – Completed by Ballot Box Transfer Team

If **NO FULL** Blue Ballot Boxes in vehicle, all Ballot Box Transfer Team members enter Vote Center

If **FULL** Blue Ballot Box in vehicle, 1 team member enters Vote Center, 1 remains with vehicle

### Section 2 – Completed at Vote Center (check each item as it is completed)

Upon entering the Vote Center, locate the Presiding Election Officer (PEO), show them your badge & tell them you're here to collect the full Blue Ballot Box & deliver an empty Blue Ballot Box

<input type="checkbox"/>	PEO: Record the <b>Public Count</b> that is currently shown on Vote Tabulator <span style="color: red;">→</span>	3299
<input type="checkbox"/>	Key Custodian: Locate Door #1 on Vote Tabulator, remove red padlock using small key	Unlocked Padlock # 8
<input type="checkbox"/>	PEO: Unlock and open Door #1 using red tab key	
<input type="checkbox"/>	PEO: Close lid flaps on the full Blue Ballot Box and remove the box from Vote Tabulator	
<input type="checkbox"/>	PEO: Look inside Door #1, retrieve any voted ballots that fell outside Ballot Box, and place inside Ballot Box	
<input type="checkbox"/>	Key Custodian: Lock the yellow lock on the full Blue Ballot Box using yellow key	
<input type="checkbox"/>	PEO: Lock silver lock on the other end of the full Blue Ballot Box using red tab key	
<input type="checkbox"/>	PEO: Open replacement Blue Ballot Box, inspect & verify it is empty, then close lid flaps	
<input type="checkbox"/>	PEO: Place empty replacement Blue Ballot Box inside Door #1 of the Vote Tabulator and open lid flaps	
<input type="checkbox"/>	PEO: Re-lock Door #1 using the red tab key	
<input type="checkbox"/>	PEO: Place red padlock on Door #1 & lock; <i>if padlock replaced, record new padlock # if padlock NOT replaced, write "N/A"</i>	
<input type="checkbox"/>	PEO: Place a Blue Zip Seal on one end of the full Blue Ballot Box & record seal #	00017564
<input type="checkbox"/>	PEO: Place a second Blue Zip Seal on the other end of full Blue Ballot Box & record seal #	00017563
<input type="checkbox"/>	PEO: Release the sealed full Blue Ballot Box to the Ballot Transfer Team	

Key Custodian	Print Rachel Rueda	Signature 	Date: 10/30/2024
			Time: 11:35 AM/PM
Presiding Election Officer	Print Wanda Davis	Signature 	Date: 10-30-24
			Time: 11:35 AM/PM

<input type="checkbox"/>	Remove Pink copy of this form and hand over to Key Custodian
<input type="checkbox"/>	Remove Yellow copy of this form and place in Blue Document Bag
<input type="checkbox"/>	Hand over White copy of this form to Ballot Box Transfer Team

### Section 3 – Completed at Central Count Station

<input checked="" type="checkbox"/>	Verify Blue Zip seal numbers on the full Blue Ballot Box match Blue Zip seal numbers listed in Section 2.
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Ballot Box Transfer Team Member	Print Charles Fisher	Signature 	Date/Time 10/30/24 11:35
Central Count Personnel	Print M. Lee	Signature 	Date/Time 10/30/24 1:18p

White – Central Count Station

Yellow – Presiding Election Officer

Pink - Key Custodian