

# CLERK'S BINDER

**Return Clerk Binder in Supply Tote. Leave ALL Contents in Binder.**

**Front pocket** Receipt for Election Supplies (Have ready in hand for Zone Supply Driver)

**Front pocket** Precinct Report Form (w/ Help Sheet and Important Documents)

**Keys**, Red Band for DS200/ExpressVote (Clipped) (Return in Binder)

**3** Zip lock Bags- **1** DS200&ExpressVote Thumbs, **2** DS200 Zero/Total Tapes, **3** EViD Thumbs

**TAB 1** Election Code Sheet

**TAB 2** Election Phone List

**TAB 3** Deputy Check list and 150' Radius Arial Image

**TAB 4** Poll List / Precinct Directions

**TAB 5** Polling Place Contacts

**TAB 6** Zone Supply Drop Off Sheet

**TAB 7** Where Does It Go Document

**TAB 8** VSOM = Voting System Operation Manual (Tech, Ballot Issuer, Instructions)

**TAB 9** Check List

**TAB 10** Quick Reference Guide

**TAB 11** Poll Watcher Forms (if any)

**TAB 12** Street Index

**TAB 13** Polling Place Procedures Manual

**TAB 14** Multipurpose Forms (Assistance form, address change, name change, reinstatements, updates)

**TAB 15** Signature Differ/Challenged Voter Form

**TAB 16** Incident Report Form

**TAB 17** Ballot Box/Auxiliary Bin Access Log – Equipment Change of Custody Log

**TAB 18** Spanish Glossary of Election Terminology and Phrases

**Payroll / Oath Back Pocket**

Workers Comp Form **Back Pocket**