



BALLOT WORKSHEET - ABSENTEE VOTER & SPECIAL PCT BOARD

RECEIVED BALLOTS	COUNT:	Initials	DATE:	REJECTED BALLOTS	HOW MANY ?	DATE:	REJECTED: Any ballot submitted to the special precinct board & not counted will be issued a rejection notice. Notice will be signed by special precinct member and identify ballot envelope number.			
TRAY 1				DAY 1						
TRAY 2				DAY 2						
TRAY 3				DAY 3						
TRAY 4				TOTAL>>>						
TRAY 5				SPOILED BALLOTS	HOW MANY ?	DATE:	SPOILED: Any voted ballot removed from the affidavit envelope which was made identifiable by the voter or has an error which makes intent of the voter's mark undeterminable.			
TRAY 6				DAY 1						
TRAY 7				DAY 2						
TRAY 8				DAY 3						
TRAY 9				TOTAL>>>						
TRAY 10				SPECIAL BALLOTS	HOW MANY ?	DATE:	SPECIAL: Voters challenged as unqualified, not on election register or a registration that cannot be verified.			
TRAY 11				Counted total:						
TRAY 12				Rejected total:						
TRAY 13				VOTED & COUNTED	VOTED & COUNTED: Ballots counted by special precinct board without any objections or unresolved disputes. Counting maybe resumed from day to day.					
TRAY 14										
TRAY 15										
TRAY 16				Memory Card # _____	Day 1	Day 2	Day 3	Mach.Totals:		
TRAY 17				Memory Card # _____						
TRAY 18				Memory Card # _____						
TRAY 19				Memory Card # _____						
				Daily Totals:						
TRAY 20				REMARKED BALLOTS:	HOW MANY? ▽	REMARKED BALLOTS: Any ballot found damaged, defective or marked with an unreadable marker shall be duplicated. See duplicate ballot log.				
TRAY 21				TOTAL>>>						
TRAY 22				DISPUTED BALLOTS:	HOW MANY?	DATE:	DISPUTED BALLOTS: 1. Ballots that were not counted because they were folded together & appeared to be a single ballot (paper) and 2. Ballots that were counted without unanimous agreement of special precinct board.			
TRAY 23				DAY 1						
TRAY 24				DAY 2						
TRAY 25				DAY 3						
TRAY 26				TOTAL>>>						
TRAY 27				<u>Verification by:</u> Special Precinct Chairperson: County Commissioner Representative:						
TRAY 28										
TRAY 29										
TRAY 30										
TOTAL>>>>										

HOW TO BALANCE THE NUMBER OF BALLOTS VOTED AND COUNTED BY THE SPECIAL PRECINCT BOARD

MILITARY BALLOTS A: _____
 B: _____
 CIVILIAN BALLOTS _____
 SPECIAL/PROVISIONAL BALLOTS (FROM PCTS) _____
 FEDERAL MILITARY WRITE-IN (GENERAL ONLY) _____
 SUB-TOTAL _____

SUBTRACT MILITARY BALLOTS NOT COUNTED A: _____
 B: _____
 SUBTRACT CIVILIAN BALLOTS NOT COUNTED _____
 SUBTRACT SPECIAL/PROVISIONAL BALLOTS NOT COUNTED _____
 SUBTRACT FEDERAL MILITARY WRITE-IN NOT COUNTED _____
 SUB-TOTAL _____ SUBTRACT

NO. OF BALLOTS COUNTED ON MEMORY CARD # _____ : _____
 NO. OF BALLOTS COUNTED ON MEMORY CARD # _____ : _____
 NO. OF BALLOTS COUNTED ON MEMORY CARD # _____ : _____
 NO. OF BALLOTS COUNTED ON MEMORY CARD # _____ : _____
 NO. OF BALLOTS COUNTED ON MEMORY CARD # _____ : _____
 NO. OF BALLOTS COUNTED ON MEMORY CARD # _____ : _____
 SUB-TOTAL _____ TOTAL COUNTED BALLOTS

HOW TO DETERMINE THE PROPER NUMBER OF ABSENTEE BALLOTS TO BE CREDITED

HOW MANY ABSENTEE BALLOTS WERE **ISSUED**: MILITARY: _____ + CIVILIAN: _____ = _____ TOTAL
 SUBTRACT THE NUMBER OF ABSENTEE **BALLOTS NOT RETURNED**: MILITARY: _____ + CIVILIAN: _____ = _____ SUBTRACT
 HOW MANY ABSENTEE BALLOTS WERE **RETURNED FOR COUNTING**: MILITARY: _____ + CIVILIAN: _____ = _____ SUB-TOTAL
 SUBTRACT THE NUMBER OF ABSENTEE **BALLOTS REJECTED**: MILITARY: _____ + CIVILIAN: _____ = _____ SUBTRACT
 THIS NUMBER EQUALS THE NUMBER OF ABSENTEE **BALLOTS TO BE CREDITED**..... = _____

SPECIAL/CHALLENGED BALLOTS WILL BE INDIVIDUALLY CREDITED AS ABSENTEE, AFTER ABSENTEE CREDITING REPORT HAS RUN.

HOW TO DETERMINE TOTAL ABSENTEE BALLOT VOTERS NOT TO BE CREDITED

MILITARY ABSENTEES REJECTED BY SPECIAL PCT BOARD: _____
 CIVILIAN ABSENTEES REJECTED BY SPECIAL PCT BOARD: _____
 ABSENTEE BALLOTS NOT RETURNED TO ELECTION OFFICE: _____
 ABSENTEE BALLOTS SURRENDERED AT THE POLLS: _____
 ABSENTEE BALLOTS WHERE ORIGINAL FAXED REQUEST/CHANGE OF ADDRESS NOT RECEIVED: _____
 SUB-TOTAL _____