



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

## VOTING SYSTEM ACCEPTANCE TESTING PROCEDURES

To all Counties, Cities, and Townships receiving new voting systems:

Delivery schedules and locations for new voting systems are to be determined by the counties and local jurisdictions. Once delivery takes place, Acceptance Testing must be completed within 10 days. Vendors and jurisdictions shall jointly perform Acceptance Testing on each tabulator ordered and delivered. (Note: Acceptance Testing on Election Management System (EMS) software has already taken place at the State level for each vendor.) An authorized representative of each county and jurisdiction receiving voting equipment must be present throughout Acceptance Testing to ensure the equipment is working as specified by law, rule, and the requirements of the statewide contract.

Testing will consist of two categories:

- 1) Accuracy tests of programming functionality, as prescribed under the Electronic Voting System Promulgated Rules for a primary election. These tests must be completed for one tabulator from each jurisdiction, using a test deck and predetermined results prepared for a primary election. Sample primary test ballots and a chart of pre-determined results will be provided to the vendors by the State. The vendor shall provide the necessary programming and test ballots. In each case, a comparison of the vote totals generated by each tabulator and the pre-determined test result totals must agree.
- 2) Functionality testing on basic tabulator performance. These tests must be completed for all tabulators, and are designed to ensure that each tabulator is functioning properly and accurately reading coding and marks on ballots. Attached is a detailed test checklist for your selected vendor. Each county and jurisdiction receiving new equipment must complete this form by testing the functionality of each item listed, then marking each item on the form to certify completion of a successful test.

Certification of the successful completion of all required tests shall not be made until the accuracy of all tests has been verified by the county or local jurisdiction's authorized representative.

**An authorized representative of each county or jurisdiction receiving new equipment must sign the attached STATEWIDE OPTICAL SCAN VOTING SYSTEM RECEIPT / ACCEPTANCE FORM. The section labeled "Delivery Date" should be completed to indicate receipt of the equipment and EMS software. The section labeled "Acceptance Date" should be completed to indicate successful completion of all Acceptance Tests for the jurisdiction. Each jurisdiction must forward the original signed form to the Bureau of Elections at the address below. Submission of this form indicates to the State that you are authorizing release of final payment to your vendor.**

County Clerks: Also attached is a revised copy of your County Purchase Plan, which reflects the addition of one tabulator for the county. Please sign and return the original to:

Sherry Barrett  
Michigan Department of State  
Bureau of Elections  
P.O. Box 20126  
Lansing, MI 48901-0726

Questions regarding testing procedures should be directed to Tom Luitje, Bureau of Elections, at (517) 241-2541 or by e-mail at [LuitjeT@Michigan.gov](mailto:LuitjeT@Michigan.gov); or Sue McRill at (517) 202-3503.