## Pre-Election Requirements:

**Election Inspectors:**

- **Appointed by Election Commission:**
  - Yes
  - No
- **At least 1 R & 1 D:**
  - Yes
  - No
- **Apps available:**
  - Yes
  - No
- **Proof of Training:**
  - Yes
  - No
- **Proof sent to parties:**
  - Yes
  - No
  - N/A

**Voting System & Test Deck:**

- **Test Deck Sealed:**
  - Yes
  - No
- **Seal # Recorded:**
  - Yes
  - No
- **SEAL # MATCH w/T&S Certification & Pollbook:**
  - Yes
  - No
- **Tab Serial # Match:**
  - Yes
  - No
  - N/A
- **Tab Tape & Predetermined Results Match:**
  - Yes
  - No
- **Zero Tape Printed:**
  - Yes
  - No
- **Applications to Vote Review:**
  - # apps to vote matches # of voters:
    - Yes
    - No
  - Apps to vote properly completed:
    - Yes
    - No
- **Number of ID Affidavits:**
  - Yes
  - No
- **Ballots sent on time:**
  - Yes
  - No
  - N/A

**EC Addendum:**

- **Yes
  - No
  - N/A
- **Pre-printed TD– HM:**
  - Yes
  - No
  - N/A

**Prelim Test Date:**

- ___

**Public Test Date:**

- ___

**Test Deck Properly Created:**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- Dif Totals

**Paperwork Assessment:**

### Poll Book & Statement of Votes

1. **Clerk’s Preparation Certificate**
   - completed and signed
   - Yes
   - No

2. **Election Inspectors Preparation Certificate**
   - completed and signed by inspectors present when polls opened
   - Yes
   - No

3. **All inspectors (including chair)**
   - subscribed to the Constitutional Oath of Office
   - Yes
   - No

4. **Oath administrator signed**
   - Yes
   - No

5. **All election inspectors that signed the oath were appointed by the Election Commission**
   - Yes
   - No

6. **All spoiled, affidavit, envelope, challenged, and AV ballots noted**
   - Yes
   - No

7. **Challenges recorded (if nec.)**
   - Yes
   - No
   - N/A

8. **Write-in votes totaled (if nec.)**
   - Yes
   - No
   - N/A

9. **Totals tape signed by inspectors present when poll closed**
   - Yes
   - No

10. **Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook.**
    - Yes
    - No

11. **Ballot summary is completed, balanced, and totals are accurate**
    - Yes
    - No
    - Remark

12. **Certificate of Election Inspectors**
    - completed and signed by inspectors present when polls closed
    - Yes
    - No

13. **Ballot container seal number is properly recorded in pollbook**
    - Yes
    - No

14. **Program container seal number is properly recorded in pollbook**
    - Yes
    - No

15. **Seal number verification signed by one inspector of each major political party in pollbook**
    - Yes
    - No

### Program Container Certificate

1. **Seal number properly recorded**
   - Yes
   - No
   - N/A

2. **Signed by one election inspector**
   - Yes
   - No
   - N/A
   of each major political party
<table>
<thead>
<tr>
<th>Ballot Container &amp; Voted Ballot Hand Count Audit:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ballot Container:</strong></td>
</tr>
<tr>
<td>Ballot Container Seal #:</td>
</tr>
<tr>
<td>In Pollbook: ______________________________</td>
</tr>
<tr>
<td>On Certificate: _____________________________</td>
</tr>
<tr>
<td>Actual Seal: ________________</td>
</tr>
<tr>
<td>Certificate signed by one inspector of each major political party: Yes No</td>
</tr>
<tr>
<td>Properly Sealed: Yes No</td>
</tr>
<tr>
<td>Container Approved: Yes No</td>
</tr>
<tr>
<td>Number of spoiled ballot matches</td>
</tr>
<tr>
<td>Pollbook: Yes No N/A</td>
</tr>
<tr>
<td>Duplicated ballots properly duplicated: Yes No N/A</td>
</tr>
<tr>
<td>Electronic ballots properly duplicated: Yes No N/A</td>
</tr>
<tr>
<td>Number of ballots matches number of ballots tabulated: Yes No</td>
</tr>
<tr>
<td><strong>Attorney General</strong></td>
</tr>
<tr>
<td>Tom Leonard</td>
</tr>
<tr>
<td>Dana Nessel</td>
</tr>
<tr>
<td>Lisa Lane Gioia</td>
</tr>
<tr>
<td>Gerald T. Van Sickle</td>
</tr>
<tr>
<td>Chris Graveline</td>
</tr>
<tr>
<td><strong>Write-in vote</strong></td>
</tr>
<tr>
<td><strong>Over votes</strong></td>
</tr>
<tr>
<td><strong>Under votes</strong></td>
</tr>
<tr>
<td><strong>Propose 18-3</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td><strong>Over votes</strong></td>
</tr>
<tr>
<td><strong>Under votes</strong></td>
</tr>
</tbody>
</table>

Notes – all discrepancies should be noted below
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

☐ After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Audit Board, hereby certify the completion of the items checked above.

_____________________________________        ____________________________________  
County/State Audit Inspector                                              County/State Audit Inspector

NOTE: Worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion.