# Voting System Purchase Process
## (Preparation/Delivery)
### County and Local Jurisdictions

**February 2017**

### Preparation
- Counties submit *Voting System Vendor Selection Certification* to Bureau of Elections.
- Bureau of Elections provides *Initial Purchase Plan* template and *Grant Agreement* forms to counties.
- County clerks submit initial purchase plans to BOE; county and local clerks complete and submit Grant Agreements for the upcoming purchase phase.
- Vendors contract with counties and local jurisdictions.
- Bureau of Elections generates and sends counties and vendors copies of *Purchase Orders* for the upcoming purchase phase.
- Counties inform local jurisdictions that orders have been placed.
- Vendors coordinate delivery dates/times/locations with counties.

### Delivery
- Vendors deliver equipment at agreed-upon place, time.
- Counties and local jurisdictions conduct acceptance testing and sign receipt/acceptance forms.
- County collects and sends signed receipts/acceptance forms from each jurisdiction to the Bureau of Elections.
- NOTE: All acceptance testing must be completed by counties and local jurisdictions within 15 days of delivery.
- Vendors invoice the State of Michigan, and counties/local jurisdictions as appropriate. Payment will be issued as outlined in the state and local contracts.