POLLING PLACE RETURNS CHECKLIST

CHECKLIST OF ELECTION MATERIALS RECEIVED FROM EACH POLLING PLACE FOR EACH REPORTING UNIT

Municipality: _____ Reporting Unit: _____

Type of Election: ❐ Primary ❐ Election

❐ Special Primary ❐ Special Election ❐ Referendum

Primary or Election Date: _____

Rec'd? ✓	Properly Signed? ✓	Materials to be Delivered to Municipal Clerk *If special municipal election or referendum, these items are retained by the municipal clerk.
		*The **ballot bag(s) or container(s) EL-101** containing the ballots for the reporting unit, signed by the CI and one other inspector. (See attached EL-101 for more information.)
		*The **brown carrier envelope EL-102** containing rejected absentee ballots signed by the CI and two other inspectors.
		*The **white carrier envelope EL-103** containing used certificate envelopes from absentee voters signed by the CI and two other inspectors
		The **Inspectors' Statement EL-104**, *including any challenge documentation*, signed by the CI and two other inspectors. (Municipal clerk makes a copy for other levels of government.
		Original **machine tapes and duplicate original Tally Sheets EL-105**, signed by the CI and all inspectors involved in counting.
		Duplicate original **voter lists EL-107**, including the supplemental lists, signed by the inspectors who staffed the lists. (The municipal clerk makes a certified copy for any School District.)
		*The **Provisional Ballot Reporting Form (EL-123r).** (Municipal clerk makes a copy for other levels of government.)
		*The **Inspectors' Statement of Provisional Ballots Envelope (EL-108)** sealed in a ballot bag or container, signed by the CI and two other inspectors. (If no EL-108, see EL-123r for confirmation no provisional ballots were issued.)

Constitution of a MBOC

Municipalities with one polling place: The Election Inspectors

Municipalities with multiple polling places: The Municipal Clerk and two qualified electors of the municipality appointed by the clerk.