

**Equipment & Supplies Custody Form for (Name of Moving Company)**

**Election Date:**

**County:**

All equipment taken from the elections warehouse must first be documented on the warehouse pick up/return log (located at the elections warehouse). Use Sections C and D of this form to document custody of voting equipment as it is issued to and returned from a polling place. If no one is present to sign at the time of delivery, document it on the signature line and notify the county elections custodian. If any items are missing or damaged, call the county elections custodian immediately. Direct all questions to (name and contact number of staff member).

**A. Polling Place Information**

Precinct # \_\_\_\_\_ Date/Time of Arrival at Polling Place \_\_\_\_\_

Polling Place \_\_\_\_\_

Physical Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Driving Directions to the Polling Place:

Polling Place Contact(s) Name and Phone Number: \_\_\_\_\_

Delivery Restrictions: (time, date or other delivery instructions)

**B. Equipment & Supplies to be Delivered**

Quantity	equipment/supply	SAMPLE
Quantity	equipment/supply	1 AutoMark
Quantity	equipment/supply	1 Ballot Box
Quantity	equipment/supply	5 Chairs
Quantity	equipment/supply	
Quantity	equipment/supply	
Quantity	equipment/supply	

**C. Equipment & Supplies Issued**

Delivery Driver: Complete all blank fields below when issuing equipment and supplies to the polling place.

_____	equipment/supply	Serial Number (if applicable)
_____	equipment/supply	Serial Number (if applicable)
_____	equipment/supply	Serial Number (if applicable)
_____	equipment/supply	Serial Number (if applicable)

Location of Equipment: \_\_\_\_\_

Received by: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_

**D. Equipment & Supplies Returned**

Delivery Driver: Complete all blank fields below when issuing equipment and supplies from polling place.

_____	equipment/supply	Serial Number (if applicable)
_____	equipment/supply	Serial Number (if applicable)
_____	equipment/supply	Serial Number (if applicable)
_____	equipment/supply	Serial Number (if applicable)

Condition of Equipment: \_\_\_\_\_

Returned By: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_