

Account of ballot papers

ORDINARY ISSUING OFFICER

BPs issued using
scannable roll (sRoll)

District	
Voting Location	
Issuing Point	

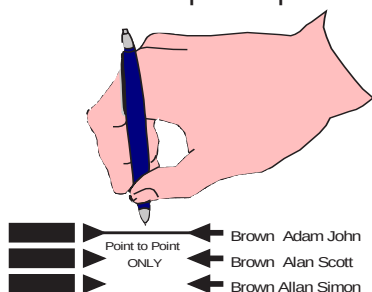
Account of Ballot Papers

Your Voting Centre Manager will allocate ballot papers to your issuing point. To ensure that you correctly balance in column (8) at the end of the day, you must count **every** ballot paper allocation received during the day and tick the box below to indicate that the number has been checked and confirmed. District and Region ballot papers are to be counted as one ballot paper.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1st ballot paper allocation	ADD 2nd ballot paper allocation	ADD 3rd ballot paper allocation	LESS ballot papers re-allocated	TOTAL allocated to this issuing point	LESS spoilt ballot papers*	LESS unused ballot papers	TOTAL ballot papers issued from this issuing point
Checked <input type="checkbox"/>	Checked <input type="checkbox"/>	Checked <input type="checkbox"/>	Checked <input type="checkbox"/>		*From Spoilt BP Pairs Dist/ Reg Envelope P942		

How to mark the scannable roll

Before issuing a ballot paper to an elector, you must make a mark on this list next to the elector's name. Use the pencil provided to join the space between the arrowheads.



How to take care of the roll

- DO NOT rule through the voter's name;
- DO NOT allow pages of the roll to curl or fold;
- DO NOT use the pencil as a pointing device – as this causes faint marks on the roll;
- DO NOT use adhesive tags or Post-it Notes to alphabetize the roll as glue residue can cause pages to stick together;
- DO NOT mark voter on the roll if they hand in a postal vote. Returned postal votes are electronically marked off the roll at the CAS.
- DO NOT add any notation; and
- DO NOT have food or drinks on the issuing table.

When marking a voter, a line must be drawn straight between the triangles; excessively bent lines can mark the name below or above off the roll instead of the correct name.

Keep each roll to its table and only use those ballot papers allocated to that roll – DO NOT share ballot papers or rolls between tables.

..... Date:
SIGNATURE (Election Official)

