

Tompkins County Board of Elections

Voting Machine Request Form

Receiver's Information (to be filled out by the organization requesting voting machines)			
Please place the order at least three weeks in advance of the election. Machines are released in good working order. The Board expects the machines to be returned in the same condition. It will be the responsibility of the receiving organization to provide transportation of voting machines, and pay for any damages or repairs. Submit form to: Tompkins County Board of Elections, 128 E. Buffalo St., Ithaca, NY 14850 or fax to 607 274 5533 . For more information call 607-274-5522.			
Organization		Address	
Total Machines Needed	Date Needed	Date to be Returned	
Contact Name		Contact Phone	
Receiver's Authorization Signature			

For Board Use Only		Machine Information		
Ensure that all machines are in good working order and that duplicates keys are complete. Only distribute one set of keys per machine.				
Serial Number	Keys Released (Date and Initials)	Machine Condition (before election)	Keys Returned (Date and Initials)	Condition (after election)
Notes				

For Board Use Only		Storage Release/Receipt	
Storage Facility: "Old Library," 312 N. Cayuga St., Ithaca, NY.			
Date Released		Date Returned	
Board of Elections representative (print legibly)		Board of Elections representative (print legibly)	
Board of Elections Signature		Board of Elections Signature	
Notes			