



Voting Equipment Purchased with HAVA Funds Disposal Form

The Ohio Secretary of State's Office has adopted a policy on transfer or disposal of voting equipment purchased with Help America Vote Act (HAVA) funds. This form is to be used for the proper **disposal** of voting equipment.



The _____ County Board of Elections has voting equipment that is no longer in working condition due to age, malfunction, or damage and will therefore **dispose** of the equipment in accordance with the aforementioned policy listed below as of this _____ day of _____, 20_____.

Please list the quantity of equipment, a brief description of the equipment and the reason(s) for disposal of the equipment.

Quantity	Description of Item	Reason(s) for Disposal

If you need more space, please attach a list of items, quantity and the reason(s) for disposal.

The Board of Elections shall maintain accurate records of all equipment disposed of in the event of relevant audits, claims, litigation, negotiations or other proceedings regarding the **disposal** of voting equipment originally purchased with Help America Vote Act (HAVA) funding.

Board of Elections Director's Signature

Date

Board of Elections Chair's Signature

Date

----- **SOS USE ONLY** -----

The Secretary of State's office has approved the disposal of the above list of voting equipment.

Director of Elections' Signature of Approval

Date