

# 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  
county  
 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\_\_\_\_\_.  
month year

Please list the quantity of equipment, a brief description of the equipment and the estimated value of the equipment being transferred.		
Quantity	Item Description	Estimated Value

**If you need more space, please attach a list of items, quantity and their estimated value.**

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 (MM/DD/YYYY)

\_\_\_\_\_  
 Board of Elections Chair's Signature Date (MM/DD/YYYY)

**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 (MM/DD/YYYY)