



## Center for Election Systems

# Instructions for Completing Supervisor Card Update

Cards should be delivered to KSU's Center for Election Systems before June 26, 2009. If your county is having a June, 2009 election, call the Center for Election Systems for instructions.

1. Collect all Green Supervisor Cards for your county.
2. Clean all of the cards. Use Goo-Gone or other cleaner to remove tape residue, dirt or marks from the cards. DO NOT use the cleaner on the smart-card circuit on the card. The GEOA presentation on cleaning cards is [here](#).
3. Count the cards and reconcile the count with your county's inventory records.
4. Group the cards to be updated into stacks of 25, place rubber bands around the cards, seal in zip lock bag(s) and pack tightly into a shipping box with cushioning material.
5. Download and print the transmittal form from the KSU website:  
<http://elections.kennesaw.edu/cardupdate2009/transmittalform.pdf>
6. Complete the top section (Block 1) of the form and sign. Make a copy for your records.
7. Ship, mail or deliver the Supervisor Cards and the transmittal form to KSU's Center for Election Systems. If mailing or shipping the cards, request tracking information and consider insuring the cards against loss. The replacement cost is \$4.40/card.
8. Be prepared to pick up your updated cards at VRAG in August.
9. When the cards are returned to you at VRAG (or by other arrangement), verify the count and security seal numbers on the card bundles. All cards should now have a new 1/64" hole drilled in the lower right hand corner of the card.
10. Sign and date the bottom section (Block 4) of the form and return a copy to the Center for Election Systems.

If you have any questions contact Staci Jackson at the Center for Election Systems.

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