



John A. Pérez, Chair
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Tal Finney
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Voting Modernization Board

Modernizing Voting Equipment in California

DATE: October 28, 2003

TO: All County Clerks/Registrars of Voters (03312)

FROM: _____
JOHN MOTT-SMITH
Executive Officer, Voting Modernization Board

SUBJECT: Requirements for Payment Request Invoices to the Voting Modernization Board

All "Payment Request" forms submitted to the Voting Modernization Board (VMB) must be accompanied by an invoice for the specific purchased voting equipment and must contain information that identifies:

1. the exact model of the voting equipment
2. the delivery date of the voting equipment to the county

This information must match the county's VMB Approved Project Documentation Package.

According to the procedures established in the December 2002, "Funding Application and Procedural Guide," counties shall notify the VMB of any proposed changes in their approved Project Documentation Package. The VMB will review and approve any changes in the Project Documentation Package, such as modification in equipment models being delivered. Please note that changes to the Project Documentation Package, which is not approved by the VMB, may subject the county to loss of all or a portion of allocated funds.

This information will also be available on the Prop 41 website at:
<http://www.ss.ca.gov/elections/vma/home.html>.

If you have any questions, please contact Jana Lean, Staff Consultant to the Board at (916) 653-5144 or the executive assistant to the Board, Debbie Parsons at (916) 653-1424.