Acceptance Testing - Sequoia

<table>
<thead>
<tr>
<th>OGS – PSG Finance</th>
<th>1</th>
<th>Send Purchase Orders to Vendor(s) in Order Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voting System Vendor</td>
<td>2</td>
<td>Prepare Voting Systems for Acceptance Testing Delivery</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Coordinate Delivery with SBOE (shipment will be based on PO number sequence)</td>
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<tr>
<td></td>
<td>4</td>
<td>Ship voting systems to NYS Campus Building #3 (warehouse)</td>
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<td>5</td>
<td>Take delivery of voting systems at acceptance testing warehouse</td>
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<td>6</td>
<td>Unload voting systems from truck and place in vendor area of warehouse</td>
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<tr>
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<td>7</td>
<td>Unpack, setup and conduct initial inspection of voting systems</td>
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<td></td>
<td>8</td>
<td>Conduct inventory of voting systems in vendor designated area</td>
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</tbody>
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Continued on page 2
Acceptance Testing - Sequoia

**OGS – PSG Finance**

**Voting System Vendor**

**SBOE**

- 9. Mark each BMD with county identification stickers and randomly select BMD(s) for comprehensive functional testing
- 10. Move voting systems to Hash Checking area
- 11. Conduct Hash Check and Scan Bar Code(s)
- 12. Pass
- 13. Return to Vendor
- 14. Attach security seals (if appropriate)
- 15. Place results in voting system acceptance testing packet
- 16. Move voting systems to general acceptance testing area
- 17. Determine what voting systems are assigned to each temp staff worker

**Temp Staff**

*Continued on page 3*

- 18. Complete acceptance testing

*Last Updated: 5/20/2008*
Acceptance Testing - Sequoia

**Vendor**

- Move voting systems into proper placement for testing
- Conduct Acceptance Testing per SBOE provided checklist
- Determine action required to mitigate failure issue
- Place acceptance testing packet into SBOE secure storage
- Send voting system back to vendor area for packing

**SBOE**

- Retrain staff on Acceptance Testing Procedures
- Notify vendor, attach sticker and arrange to send system back
- System Failure
- Training Issue
- Notify OGS – PSG Finance that County order has been fully accepted
- Sign-off on the completion of the acceptance test
- Attach Final Security Seals and Scan Bar Codes
- Review acceptance testing packet for completeness

**OGS – PSG Finance**

- Coordinates shipment with county per contract
- Sends packet and BMD to SBOE

**Temp Staff**

- NO
- Pass Acceptance Testing
- YES
- Compile and Sign-off on Acceptance Testing Packet

**Last Updated:** 5/20/2008

**SBOE Election Operations**