

# MORROW COUNTY BOARD OF ELECTIONS

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## MANUAL OF INSTRUCTION FOR PRECINCT ELECTION OFFICIALS AND VOTING LOCATION MANAGERS

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## BOARD MEMBERS

Terrence L. Sautter (D)  
BOARD MEMBER  
CHAIRMAN  
Term Expires-02/28/2023

Dan E. Osborne (R)  
BOARD MEMBER  
Term Expires-02/28/2023

Geri Park (D)  
BOARD MEMBER  
Term Expires-02/28/2021

W. Timothy Sharrock (R)  
BOARD MEMBER  
Term Expires-02/28/2021

**EMERGENCY PHONE NUMBERS:**

<b>EMERGENCY DISPATCH:</b>	<b>911</b>
<b>MORROW COUNTY SHERIFF:</b>	<b>419-946-4444</b>
<b>MT. GILEAD POLICE DEPARTMENT:</b>	<b>419-946-3333</b>
<b>CARDINGTON POLICE DEPARTMENT:</b>	<b>419-864-8888</b>
<b>MT GILEAD HIGHWAY PATROL:</b>	<b>419-768-3955</b>

**As a reminder, an unexpired Ohio Driver License, State ID card, or interim Documentation with a voter's former address IS an ACCEPTABLE form of ID when the current address is in the poll book. In response to the COVID-19 pandemic, driver licenses or state ID cards set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.**

## **PRECINCT ELECTION OFFICIAL:**

- . All Precinct Election Officials should be present at 5:30 a.m. The polls open at 6:30 a.m. If a worker does not show up by 6:00 a.m., call the Board of Elections immediately. We will attempt to contact the worker or send an alternate.
- . Take the Precinct Election Official "Oath of Office".
- . Sign the payroll sheet; and
- . **Call the Board of Elections Office when your precinct is ready for voters to vote.**
- . Conduct the election properly and lawfully.

## **FLAGS:**

Place the big flag inside the main entrance to the voting location unless there is one already in the voting location. The field of stars is always placed in the upper left hand corner. Two small flags are to be put 100 feet from the main entrance or as close to 100 feet as the location will permit.

## **POST SIGNS/POSTERS:**

Voting instruction posters, sample ballot, fraud poster, state issues, and polling notices, etc. All of these are in an envelope marked "posting information" these must be where the voters can easily see them.

## **VOTING MACHINE SETUP:**

The voting machines will be setup. There also needs to be a table setup with privacy panels for the persons voting on paper ballots. Please make sure the voter has the best privacy you can provide them. If you are in a polling location with two precincts, the voters can vote on any of the voting machines.

## **PRECINCT ELECTION OFFICIAL DUTIES:**

The precinct election official should treat voters in a professional manner, work efficiently, and resolve problems so that voters can vote with ease, comfort and privacy. Please restrain from talking when voters are voting.

We have advised you of the proper way to set up each precinct to be the best practice according to the Board of Elections and the secretary of state's office. Please follow these directions as best as you can. The Voting Location Manager in each precinct assigns duties to workers to assure the most efficient operation.

The Voting Location Manager must pick-up the supply bag on the Monday before the election between 6:00 p.m. and 6:30 p.m. This will contain all of your supplies you will need for the election. Keep bag locked during transport.

Document any incident that may affect the election results, such as: machine problems, voters who signed the poll book but left the polling location without voting, delays in opening the polling location, and any other incidents you think could have an impact on the election. You can record these on your love notes.

Report any suspicious activity in or around the voting machines to the Board of Elections.

### **POSITION 1: EPollbook-Ask the voter to provide a valid form of ID.**

1. his/her current and valid Ohio driver's license; or NOTE: an Ohio driver's license or state ID card with the voter's former address is an acceptable form of voter ID to cast a regular ballot when the voter's current address is printed in the EPollbook.
2. his/her photo identification card issued by the State of Ohio or the United States government; or
3. his/her military identification showing the voter's name; or
4. an original or copy of a utility bill; or
5. an original or copy of a bank statement; or
6. an original or copy of a paycheck; or
7. an original or copy of a government check; or
8. an original or copy of another government document.

The EPollbook will have a list of all registered voters & addresses in your precinct or polling location.

If the voter's name & address are correct and the voter shows valid ID, issue card ballot and send voter to the voting machines with the voter access card to vote.

The voter's name must match the name in the voter's record UNLESS the voter also has legal proof of a name change (such as a marriage license or court order). Voter completes Form 10-L.

If a voter requests a paper ballot, (**only if they request paper**) have the voter sign in the EPollbook and give them a receipt of what ballot they need and send voter to position 3 to get the next paper ballot.

If the voter is not in the EPollbook or the address is not correct, then they are a provisional voter and need to sign the "yellow provisional pages" Give the voter a receipt of the ballot type and send voter to the Election Official doing provisional ballots or regular paper ballots. Make sure the voter is in your precinct or direct the voter to the correct precinct. Give voter the address of where they need to go to vote.

At a Primary Election only, ask the voter which ballot would they like – a political party ballot or an “issues only” ballot? Most voters will know which type of political party ballot they will want. But, if a voter asks, you should explain the party ballot choices. Once the voter decides, mark the choice of ballot in the EPollbook.

## **POSITION 2:**

This person should be in charge of all paper ballots, both provisional paper ballots and regular paper ballots.

**PAPER BALLOT VOTER:** If a voter requests a paper ballot, find the voter in the EPollbook. Issue Standard Ballot. Get signature. Accept Signature. Ask which ballot type the voter would like. Touch that on the EPollbook. Issue Paper Ballot. Enter Ballot number which should be a four- digit number into the EPollbook. Then press Issue Paper Ballot. On the paper ballot, tear off Stub “B” and put in Stub “B” envelope. Give them the ballot and an envelope to put the ballot in that says “regular voter ballot”. The voter puts the ballot in the **green** ballot bag provided. If a voter makes an error and requests another ballot, they may have up to **three** ballots.

## **17-YEAR OLD BALLOTS:**

**Primary elections only!** They cannot vote in the General Election if they are not 18 by the November 3. Find Voter in the EPollbook. Process the same as you would for a Paper Ballot Voter. Give them the next paper ballot of their choice with instructions and envelope marked 17-year old ballot. They are eligible to vote for the candidates nominated for the offices at the November general election.

Before you give the 17-year old a ballot, remind the voter to carefully read the instructions and advise them that they can vote for candidates for nomination only, including the presidential delegates and alternate delegate to a political party’s nominating convention. They can NOT vote on state central or county central committee persons, and not on any questions or issues on the ballot. The envelope with ballot in it is put in the green ballot bag.

## **POSITIONS 3 and 4:**

Give voter instructions if needed. Verify that all voted paper ballots are secured in a locked ballot bag. Make sure they are put in the correct ballot bag. They can observe voters as they enter the polling location and go through the voting process to ensure that the voters can move easily from the check-in table, to the TSX machine, and finally to the exit.

## **PROVISIONAL BALLOTS:**

Provisional ballots are ballots that are used by voters whose identities cannot be verified by required identification (see voter id requirements section) or in situations where there may be a question about a voter’s eligibility to vote on Election Day in your polling location. The law provides specific situations where a provisional ballot should be issued. If you determine a voter is in the wrong polling location, but the voter insists on voting in your polling location, you may still allow the voter to cast a provisional ballot, which will not be verified for eligibility until after Election Day. They must vote in the correct polling location. Before providing a voter with a provisional ballot, make sure that the voter’s address is in your polling location. If not, you must direct the voter to the correct polling location, providing information on location and a telephone number for the county Board of Elections where the voter can call for help. In EPollbook, Click on Find Polls. Select Search Entire County. Type in address provided, select address. Click on Print button. Please call the Board of Elections if you need an address verified.

## REASONS UNDER OHIO LAW FOR ISSUING A PROVISIONAL BALLOT:

If the voter's name does not appear in the EPollbook, and the voter is in the right polling location, he or she **MUST** vote a provisional ballot.

If the voter's name does not appear in the EPollbook, and the voter is in the wrong polling location and demands to vote, he or she **MUST** vote a provisional ballot.

If the voter has moved into your polling location and did not update his or her registration with the Board of Elections, he or she **MUST** vote a provisional ballot. You must verify this by locating the voter's new address in your polling location.

If the EPollbook indicates that the voter requested an absentee ballot, he or she **MUST** vote a provisional ballot, unless you are otherwise directed by the Board of Elections.

If the EPollbook shows status **VNC** the voter must show valid proof of identity. If valid proof of identity is provided the voter will vote on TSX machine or Regular Paper Ballot.

If the voter is **NOT ABLE** to provide a valid ID at the check-in table, the voter **MUST** vote a provisional ballot and do one of the following.

Write the voter's driver's license or State ID card number or the last four digits of the voter's social security number on the provisional ballot envelope; or

Appear at the office of the Board of Elections no later than the seventh day after the election to provide their driver's license or state ID card number, or the last four digits of the voter's social security number, or another form of acceptable ID.

If the voter **REFUSES** to provide a valid ID at the check-in table, the voter **MUST** vote a provisional ballot.

If the voter's signature, in the opinion of the majority of all four polling location election officials, does not substantially conform to the signature in the EPollbook, the voter **MUST** vote a provisional ballot.

If the voter's eligibility to cast a ballot has been challenged by the polling location election officials, and the voter refuses to make the required statement (Form 10-U), the voter **MUST** vote a provisional ballot.

If the voter's eligibility to cast a ballot has been challenged before the election, and the hearing was postponed until after the day of the election, the voter **MUST** vote a provisional ballot.

If the polling location election officials are unable to determine the person's eligibility to cast a ballot, the polling location election officials shall provide a provisional ballot to the person.

## **ISSUING PROVISIONAL BALLOTS:**

1. The Identification Envelope – Provisional Ballot Affirmation (Form 12-B) must be given to the voter.
2. The voter must complete the Provisional Ballot Affirmation (Form 12-B) in order to be eligible to be counted. The provisional ballot affirmation must include the voter's printed name, valid signature, date of birth, current address and acceptable identification.
3. If the voter is in the wrong polling location, the voter should first be directed to his or her correct polling location. If after directing the voter to his or her correct polling location the voter demands to vote in your polling location, he or she **MUST** vote a provisional ballot. The Precinct Election Official must complete the Provisional Voter Precinct Verification Form (12-D) including all of the steps listed below to demonstrate that he or she directed the voter to the correct polling location and the voter refused to go there to vote. Attach Form 12-D to the voter's provisional ballot.

## **POLLWORKER DUTIES FOR PROVISIONAL VOTERS:**

1. Have voter sign name and address in the "yellow pages" signature book.
2. The judge in charge of the paper ballots should give the voter the yellow provisional envelope to fill out: Form 12-B "Provisional Ballot Affirmation"
3. Take the next paper ballot and write down the stub # on the line provided in the "yellow pages" signature book. Tear off stub "B" and put the stub in the white envelope provided that says "Ballot Stub B".
4. Give the voter the paper ballot to vote. When voter is finished they put the ballot in the envelope with stub "A" still on. Voter seals it and puts ballot in yellow provisional ballot bag.
5. Give that voter the form that says: Provisional Voter Hotline.

If a provisional voter makes an error and requests a new ballot, remove the next ballot from the card pad. Write "**soiled and defaced**" on the old one and put it in the envelope marked "Soiled and Defaced ballots". A voter is allowed up to three (3) ballots.

## **VOTER CHANGES:**

Any change with the voters name or address, please have voter complete the registration form used for changes. Please have voter complete the form and sign. We **MUST** have a form signed by the voter to do a change. The provisional voters do not fill out a Voter Registration Form because the yellow envelope acts as a Voter Registration Form.

## **VOTER ASSISTANCE:**

A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy. Voters who require assistance may have a person of their choice or two precinct election officials, one from each party affiliation may assist them. The voter may choose anyone he or she wants to provide the assistance, other than the voter's employer or agent of that employer, an officer or agent of the voter's union, or a candidate whose name appears on the ballot.

## **PEOPLE ALLOWED IN THE POLLING LOCATION:**

1. An election official;
2. A police officer;
3. A person reviewing the "Check-Off " lists;
4. A voter;
5. A voter's child, who is not yet of voting age;
6. A person assisting another person to vote;
7. An observer bearing a certificate of appointment; or
8. Journalists.

## **PEOPLE NOT ALLOWED IN THE POLLING LOCATION:**

1. Pollsters;
2. Candidates or campaign workers who are campaigning or electioneering;
3. A person (s) collecting signatures for a petition; or
4. A person or group distributing food.

## **TIME LIMITS:**

The general time limit for a voter to occupy a voting compartment or use a voting machine is ten minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballots. If a voter seems to be taking an unusually long period of time while in the voting compartment, two precinct officials of different political parties may inquire, in a polite and professional manner, if the voter requires assistance.

## **CHALLENGING VOTERS:**

On Election Day, voters may be challenged **only** by a Polling Location Election Official at the polling location and only for the following reasons:

- The voter is not a resident of your county;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen;
- The voter is not of legal voting age.

If challenged by a Polling Location Election Official for one of the first four reasons, above, the prospective voter should complete the Affidavit Oath Examination of Person Challenged (Form 10-U).

If the voter completes the Form 10-U and a majority of the Polling Location Election Officials is able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.

If the voter refuses to complete the Form 10-U, the voter must vote a provisional ballot, and the Polling Location Election Official will need to make a note on the Polling Location Elections Officials note page that is included in your polling location election kit.

If a majority of the Polling Location Election Officials is unable to determine the person's eligibility to cast a ballot, the Polling Location Election Officials shall provide a provisional ballot to the person.

### **ABSENTEE BALLOTS:**

Do not allow anyone to be a regular voter if the name is marked on the EPollbook as an "absentee voter". Please call the Board of Elections office to verify if they were an absentee voter. The voter may be a provisional voter if they did not receive the absentee ballot. Do not accept any absentee ballots at the polls. They **MUST** be returned to the Board of Elections Office by 7:30 p.m. on Election Day.

### **WRITE-IN CANDIDATES:**

The Board of Elections will provide you with a list of names of candidates and offices that are officially eligible as Write-In candidates. These candidates' names do not appear on the ballot, whether printed or electronic, but voters may Write-In names from this list if they choose.

This list is not to be posted, but it must be shown to voters if they request to see it.

If a Write-In check box does not display, the race does not permit Write-In candidates. If the box is checked, do the following to vote for a Write-In.

1. Select the write-in check box.
2. Use the keyboard display to type the name of the desired candidate.
3. Touch the record write-in button. Now the touchscreen updates and displays the write-in candidate.

### **MANUALLY CANCELLING A BALLOT:**

Touch & hold the page number for approximately 30 seconds. When the cancel screen comes up, touch the cancel button. You can cancel a ballot anytime. When the ballot cancels, the voter access card is cleared. To reuse the voter access card, insert the card into the encoder to reload the new ballot style.

### **AUTOMATIC CANCELLATION:**

If a voter leaves the TSX unit unattended or does not use the touchscreen the unit will beep after 90 seconds, a warning screen will display after 120 seconds and then the voter has 30 seconds to respond before the ballot will automatically cancel. The voter access card must be reloaded. Make sure the card did cancel and does not say "card already voted".

## **REJECTING BALLOTS:**

A ballot can be rejected after the ballot prints on the printer.

1. From the election summary screen, push reject ballot button.
2. Touch the race you want to change and make your changes.
3. A voter can reject their ballot two times and on the third ballot, the only option is to cast the ballot.

## **VOTER REQUEST ANOTHER VOTER ACCESS CARD:**

If a voter says they need another voter access card because it did not work or cancelled, you **MUST** take the card from the voter and put it back into the voting machine. The machine will tell you “card already voted” or “card was cancelled”. If the card was voted, **do not** give them another card to vote because they already voted. If the card was cancelled, program another card for the voter to vote.

## **CLOSING THE POLLS—7:30 P.M.**

Any voter in line may vote. Move the line inside the locked door of the polling location, if at all possible, but no one else is allowed to enter the room.

If there are two or more precincts in your room, do not start the closing process until all voters have left the room. Bring in the flags and signs after all voters leave the room.

## **COURT ORDERS: The Board of Elections would advise you if one is in place.**

If there is a court order to keep your polling location open past 7:30 p.m., you will need to know who the last person in line was at 7:30 p.m. You must then make sure of the following:

Voters who were already in line at 7:30 p.m. get to vote a regular ballot.

All voters who arrive at the polling location to vote between 7:30 p.m. and the court ordered closing of the polling location vote a provisional ballot.

These provisional ballots must be kept separate from other provisional ballots voted during the regular voting hours, in case the court decision is later overturned, by noting on the Identification Envelope – Provisional Affirmation (Form 12-B) that the provisional ballot was cast after 7:30 p.m. pursuant to a court order. To do so, write “After Close of Polls by Order of the Court” on the provisional envelope.

## **BALLOT ACCOUNTING REPORT:**

After closing the polls, please complete with your machine numbers & totals.

## **POSTING RESULTS:**

Put the long reports from each of the TSX Machines in the plastic bag that says "Unofficial Election Results" and hang bag on the doorknob. One bag per precinct for this posting.

## **FOR ALL PRECINCTS:**

The ballots and supplies are to be transported back to the Board of Elections by the Voting Location Manager with another worker who is a member of a different political party than the Voting Location Manager.

## **PLEASE SIGN THE FOLLOWING:**

- .Oath of Office-ALL Polling Location Election Officials
- .Zero report on TSX voting machines first thing in the morning-ALL Polling Location Election Officials
- .Payroll sheet-ALL Polling Location Election Officials
- .Ballot Accounting Report -ALL Polling Location Election Officials
- .First Long report on TSX voting machines that rolls-up in the canisters-ALL Polling Location Election Officials
- .Provisional Signature Book-Election Official in charge
- .Paper Backup Pollbook-Polling Location Election Official in charge if used

**\*\*\* PLEASE REMEMBER TO BRING THE MEMORY CARDS FROM EACH VOTING MACHINE BACK TO THE OFFICE ELECTION NIGHT AFTER YOU END THE ELECTION. THESE MEMORY CARDS HAVE THE RESULTS FROM YOUR PRECINCT. IF YOU FORGET THEM, YOU WILL HAVE TO GO BACK THAT NIGHT AND GET THEM.**

## **\*\*\*\*\*START THE ELECTION\*\*\*\*\***

- 1. INSERT MEMORY CARDS:** There is a taped label to the memory card. **DO NOT** remove this label. The memory cards have the machine number and the voting machines have the machine number also. Both numbers should match.
  
- 2.** Insert memory card into machine with the green arrow facing you and the green arrow tip pointed into the slot on the upper left side of the voting machine. Make sure the card is pushed in all the way. Push the red power button on. If you get a message “No Election Loaded” then the card is not pushed in all the way. Push the card in again.
  
- 3.** Lift the printer housing cover. Leave open.
  
- 4.** Touch the test printer button. A test page prints.
  
- 5.** If it does not print, make sure the grey cover on the paper tape (under the printer housing) is pushed down and locked in place.
  
- 6.** You will see printer test passed. Touch OK.
  
- 7.** Touch OK again.
  
- 8.** The Zero report will print. Verify all zero’s are on tape and sign this tape now.
  
- 9.** Need another copy? NO
  
- 10.** Touch Start Take-Up. The Zero Report will go in the take-up canister.
  
- 11.** Touch OK
  
- 12.** Close and lock the housing cover.
  
- 13.** Close and lock the data compartment door.

**\*\*\*\*\*MACHINE IS READY FOR VOTERS.\*\*\*\***

## **\*\*\*\*\*ENDING THE ELECTION\*\*\*\*\***

**ATTENTION:** (Did you remember to enter the machine number and total votes on the Ballot Accounting Report) Needs to be done **BEFORE** you end the election.

1. Insert supervisor card into the card reader. This card is found in the white envelope. The authorization code is in the envelope as well.
2. In the pin field, enter the authorization code number and touch OK.
3. Touch the end voting button.
4. You will see the warning screen that says this will end the election. Are you sure you wish to proceed? Yes.
5. Touch OK. You will be at the print notification display.
6. Print the long report? Touch Yes. Wait for it to print. **Sign this tape now. Roll into canister. Tear paper off below signatures.**
07. Need another copy? Touch Yes. The copy will run out on the floor. Tear paper off. Put in plastic bag provided and hang on the doorknob outside. All precincts in a polling location use same bag.
08. Need another copy? Touch Yes. The copy will run out on the floor. Tear off. Fold up and put in the bag marked “ Final Paper Tapes”.
09. Need another copy? Touch No.
10. Touch shutdown.
11. Are you sure? Yes.
12. Remove paper canister and lock it with a red lock. Please record lock number and write that number down on the Ballot Accounting Report. Put canister in the supply bag.
13. Remove memory card from machine and put them in the bag marked memory cards only.

**\*\*\*\* IF YOU FORGET THE MEMORY CARDS YOU WILL HAVE TO GO BACK TO THE PRECINCT AND GET THEM THAT NIGHT!\*\*\*\***

**\*\*\*NOTICE!\*\*\***

If the TSX freezes during the ending print, shut the machine off with the power button. Restart by turning the machine back on. Touch the print election results button. Start process over with the reports you need.

## PPE- Personal Protective Equipment

- Masks
- Face Shields
- Sanitizing wipes
- Hand sanitizer
- Hand soap
- Plastic gloves
- Disposable gowns
- Electronic wipes
- Aerosol spray
- Enter and Exit signs

Please take your temperature at home before arriving at the polling location. If you feel ill please call Penny ASAP.

All these supplies will be included with your equipment. Please use and keep yourself and the voters safe.

If a voter comes in without a mask politely offer them a mask. If they refuse to wear one you must let the voter vote. You can NOT prevent someone from voting. After they are done please just clean the area where that voter was and go on with your day.

If a voter needs curbside assistance a bipartisan team needs to assist the voter. You will need to wear a mask, gown and gloves. Please verify the voter is in the correct precinct. Have the voter sign the PAPER E-pollbook. You will process this voter just like a paper ballot voter. Ballot will go in the green bag.

If you feel you are running low on these supplies throughout the day you can call our office and we will run some more of the needed supplies to you. Please contact April Brown (419) 946-4026.

Everyone be safe!