Washington Secretary of State
SAM REED

Advisory Issue: 14 Primary Wrap-up March 6, 2008

As we wrap up the Presidential Primary, here are three important items to remember:

1. As soon as possible after certification, **please send your electronic file of voters who participated in the Democratic and Republican Primaries to the Secretary of State, per attached guidelines.** The Secretary of State will be compiling a statewide list of Democratic and Republican voters to be made available for purchase.

2. **Post voter history to your voter registration records.** After reconciling your credited voters, please post voter history to your voter registration records before March 24, if possible. Our office will then trigger global updates that same week to update the VRDB. Our goal is to have voter history present on the VRDB extract, which will be created on March 28.

3. Send in your request for Presidential Primary cost reimbursement. **Reimbursement forms and detailed documentation must be submitted to OSOS by** May 9. WAC 434-219-290, Claims for Reimbursement, specifies a 60-day deadline**:**

> "Following the presidential primary, each county auditor shall provide to the secretary of state a completed claim for reimbursement of expenses incurred by the county in conducting the primary. This cost shall be prorated with any other jurisdictions holding special elections in conjunction with the primary under RCW 29A.04.410. The procedures for allocating such costs shall be the same as those prescribed by the office of the state auditor for election cost allocations to the state, cities, towns, and special purpose districts. Claims for reimbursement and supporting documents shall be submitted to the secretary of state not later than sixty days following the certification of the presidential primary by the secretary of state."

In determining direct costs, please remember:

a) Expenses derived as a direct result of the primary may be charged 100% to the state. For instance, if you used three separate ballots, 100% of the cost for two ballots would be charged as a direct cost to the state. Cost of the third ballot would be distributed to all jurisdictions. Please provide a detailed list of all expenses charged to the state.

b) Costs shared by jurisdictions should be distributed in the same manner as other elections.

c) Reimbursement will be made within 30 days of receiving a "properly executed and documented voucher." (RCW 29A.04.430) Reimbursement could be delayed if there are errors on your spreadsheet, supporting documentation, or A-19 voucher.

If you have any questions about election cost reimbursement for the Presidential Primary, please contact Miriam Campbell at mcampbell@secstate.wa.gov or (360) 902-4165.

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