

## Bristol Town Administrator

---

**From:** Bristol Clerk  
**Sent:** Thursday, September 3, 2020 11:26 AM  
**To:** Bristol Town Administrator  
**Cc:** Treasurer  
**Subject:** Ballot Drop Box  
**Attachments:** SKM\_454e20090311160.pdf

**Importance:** High

Hi Valerie

The Secretary of State's office confirmed today that they will reimburse towns (up to \$1,000) who purchase a larger lock box for ballots – there isn't enough time for the SOS to do any kind of bulk order. Below is a lockbox I am purchasing. This is one that Hyde Park purchased. There are not a lot of options. Since I need to use a credit card I have attached a purchase order for you to sign at some point. I plan to order today so we can have it by 9/16/2020 which is perfect as ballots will start being mailed out the week of 9/21/2020.

Thanks.



### Salsbury Courier And Col White, Private Access

Item #: WBB1887928

Not Yet Rated

Shipping to 05443 [change](#)

Expected delivery on or before Wed, Sep 16 with st

#### Color Finish

White



Sharon Lucia  
Town Clerk

Town of Bristol  
PO Box 249  
Bristol, VT 05443  
802.453.2410 x5  
[clerk@bristolvt.org](mailto:clerk@bristolvt.org)  
[www.bristolvt.org](http://www.bristolvt.org)

Please note that this email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

**TOWN OF BRISTOL**

P.O. Box 249  
 1 South Street  
 Bristol, VT 05443  
 (802) 453-2410  
 (802) 453-5188 fax

**PURCHASE ORDER**

TO: *Credit Card Purchase  
 Global Industrial*

SHIP TO:  
 Town of Bristol

P.O. NUMBER:  
 # 574

[The P.O. number must appear on all related correspondence, shipping papers, and invoices]

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
<i>9.3.2020</i>	<i>J. Lucia</i>			

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
<i>1</i>	<i>Salisbury Courier + Collection Box WBB 1887928</i>	<i>759 -</i>	<i>759 -</i>

SUBTOTAL	<i>759. -</i>
SHIPPING AND HANDLING <i>estimate</i>	<i>155. -</i>
OTHER	
TOTAL	<i>\$ 914. - +/-</i>

*Valerie Capes*

Town Administrator or Designee