



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 09/06/24

To: Elected Official, Department head, or Accounting Staff of **Probate Court**

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-0002221

Western Reserve Office Supply \$64.15

<input type="checkbox"/> Dept. Head Signature Missing on Cover	<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect Account Number	<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Remit Address	<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Insufficient Cash Balance Available	<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Batch not Approved in New World	<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Insufficient Balance Available on PO	<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Missing Original Invoice/Supporting Documents	<input type="checkbox"/> Due Date Deadline Missed
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature	<input checked="" type="checkbox"/> Other

Solution: No original signature on the voucher cover or invoice. Invoice total is \$64.16; however, voucher and New World reflect \$64.15.

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 * Real Estate/ Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: auditor@co.geauga.oh.us

AUDITORS CERTIFICATION OF FUNDS
O.R.C. 5705.41D

Geauga County, Chardon Ohio January 3, 2024
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of \$9,000.00 has been lawfully approved, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund listed next to the item below free from any previous encumbrances

CHARLES E. WALDER
GEAUGA COUNTY AUDITOR

by _____ Deputy Auditor
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION
STATE OF OHIO

FOR AUDITORS USE ONLY	Date _____
Then and Now Certificate: _____	
Warrant Received by _____	
Date _____	

SHIP TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	9/9/2024	\$ 64.15
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2024		
1099 AMT.		

PURCHASE ORDER NO. 2024-00001419 ✓

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION RESOLUTION JOURNAL PAGE BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 4817

PURCHASED FROM:

Western Reserve Office Supply

INVOICE TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

Kimberly
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1 0000	Each	1001	Materials & Supplies - Materials & Supplies 1001-008-00-701 - Materials and Supplies 9,000 00 430172	9,000 0000	\$9,000.00
<p>RECEIVED SEP 05 2024 Geauga County Auditor</p>					
TOTAL DUE					\$9,000.00

Presented by Court as a courtesy only, NOT statutorily required
See *State ex rel. Grendell v. Walder*, Slip Opinion No. 2022-Ohio-204

IN THE COURT OF COMMON PLEAS
PROBATE DIVISION
GEAUGA COUNTY, OHIO

FILED
IN THE COURT OF COMMON PLEAS
2024 SEP -4 PM 1:04
PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

**NOT
FOR
VETTING**

IN RE:

PROBATE COURT
EXPENDITURES
WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2024-188**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$64.15 (Sixty Four Dollars and Fifteen Cents) from 1001-008-00-701 payable to WESTERN RESERVE OFFICE SUPPLY, for materials and supplies, which the Probate Court has determined to be an expenditure for a proper public purpose. **Kindly provide this Court with the original check which it will mail to the vendor.**

Pursuant to R.C. 319.16(D), “if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest.”

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C. 307.55(A), this payment is to be processed “Live”.

IT IS SO ORDERED.



TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

WESTERN RESERVE OFFICE SUPPLY

INVOICE 430172

✓ P.O. BOX 167
 CHARDON OH 44024
 440-285-2256
 customerservice@WesternReserveOfficeSupply.com

INVOICE DATE: AUG 15 2024

TO:
 Geauga County Probate/Juvenile Court
 231 Main Street #200
 Chardon OH 44024

SHIP TO:
 same

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Justine Prall	Our truck	08/15/24	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
2 ✓	UBC65874PP pen refills, RT gel, blue, bold, 2pk			4.89	✓ 9.78
1 ✓	AVE15661 mailing labels, clear, laser 1x4 200pk			18.50	18.50
8/15 ← 2 ✓	UNV35688 note pads, 3x3, yellow, 18pk ✓			9.99	19.98
1 ✓	UNV43148 full strip stapler, blk/gray			15.90	15.90
				TOTAL DUE	✓ \$64.16

THANK YOU FOR YOUR BUSINESS.
 THIS ORDER IS TAX EXEMPT.

Handwritten signature and initials next to the total due amount.