



**Auditor**  
**Charles E. Walder**  
*Chief Fiscal Officer*

**Return Voucher Form**

Date: 12/12/24

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2024-00003072**

**Geauga Credit Union \$393.00**

<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.

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](mailto:auditor@co.geauga.oh.us)

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

Geauga County, Chardon, Ohio October 15, 2024  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of \$1,602.00

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 GRENDELL  
231 MAIN STREET SUITE 2  
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	12/16/2024	\$ 393.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
10/15/2024	dr	
1099 AMT.	cr	

PURCHASE ORDER NO. 2024-00003858 ✓

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
--

VENDOR I.D. NO. 1704

**PURCHASED FROM:**

Geauga Credit Union

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

*Kimberly [Signature]*  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	TRAVEL - 2024 PROBATE CLERKS CONFERENCE 1001-008-00-902 - Travel 1,602.00 ✓  Hotel KQ-HL-AG	1,602.0000	\$1,602.00
<b>RECEIVED</b> DEC 11 2024 Geauga County Auditor					
<b>TOTAL DUE</b>					<b>\$1,602.00</b>

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  
COMMON PLEAS COURT  
2024 DEC 11 AM 10:52  
PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE: ) JUDGE TIMOTHY J. GRENDALL  
)  
PROBATE COURT )  
EXPENDITURES ) **PROPER ADMINISTRATIVE ORDER**  
GEAUGA CREDIT UNION ) **2024-252**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$393.00 (Three Hundred Ninety Three Dollars and No Cents) from 1001-008-00-902 payable to GEAUGA CREDIT UNION, for 2024 Probate Conference travel expenses, 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

# Travel Expense Request

Auditor's Number:

2024-3858

Date: October 15, 2024

Department: Probate

Convention, Meeting, Etc.: 2024 Probate Clerks Conference

Location: Dublin, OH Reason: conference

Dates of Travel: October 27-28, 2024 Dates of Event: October 28, 2024

Employees Attending: Kerri Quay, Heidi Landis, Andrea Garrabrant (List Names)

Account: 1001-008-00-902 Travel

Hotel	\$387.00
Food	\$90.00
Mileage	\$650.00
Registration	\$375.00
Other	\$100.00
<b>Total</b>	<b>\$1,602.00</b>

Dept Head Approval: I affirm that this expense request is being submitted within the limits and provisions of the County Travel Policy.

Kimberly Quay  
Department Head Signature

10/9/2024  
Date

AUDITOR'S CERTIFICATE OF FUNDS (ORC 5705.41D)  
I hereby certify that the money required to meet the foregoing contract, agreement or obligation, in the sum of \$ 1,602.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-008-00-902 fund, free from any previous encumbrances.

By: [Signature]  
Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 10/22/2024 2:15 PM, Journal No. 97

Original: Above Department  
Copy: Auditor  
Copy: Commissioner

[Signature]  
Clerk, Geauga Co. Bd. of Commissioners

Hotel	\$ 393.00	Departure Date	
Food		Departure Time	
Mileage		am / pm	
Registration		Return Date	
Other		Return Time	
Total	\$ 393.00	am / pm	

Original receipts must be attached to this statement. Any extraordinary expense must be explained on this form.  
I hereby certify the actual expenses to be correct:

Signature: [Signature]  
Title: Office Manager  
Approved by: [Signature]

Partial Payment   
Final Payment



**Account Summary**

Credit Limit		\$6,000.00
Billing Cycle		11/17/2024
Days In Billing Cycle		30
Purchases and Other Charges	+	\$461.79
Cash	+	\$0.00
Balance Transfer	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00

**Account Inquiries**

Call us at: (800) 322-8472  
 Lost or Stolen Card: (727) 570-4881

Write us at PO BOX 30495, TAMPA, FL 33630-3495

**TOTAL ACTIVITY**      \$461.79  
                                  -68.79  
                                  \$393.00 ✓

**Cardholder Account Summary**

Trans Date	Post Date	Reference Number	Description	Amount
10/28	10/30	24755424303173032339846	EMBASSY SUITES 614-7909000 OH	153.93
10/28	10/30	24755424303173032340083	EMBASSY SUITES 614-7909000 OH	153.93
10/28	11/06	24755424311153116588625	EMBASSY SUITES 614-7909000 OH	153.93

*- \$22.93 taxes per room  
to be refunded*

**Additional Information About Your Account**

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.EZCARDINFO.COM](http://WWW.EZCARDINFO.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH EZCARDINFO. ENROLL TODAY!

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

GEAUGA CU  
 PO BOX 839  
 BURTON OH 44021-0839



**Account Number**  
 #### #### #### 0162

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

**Closing Date**      11/17/24  
**Total Activity**      \$1,304.44

\*\*Memo Statement \*\* No Payment Required

\$

GEAUGA PROBATE JUVE COURT  
 GEAUGA PROBATE JUVE COURT  
 231 MAIN ST.  
 2ND FLOOR  
 CHARDON OH 44024



MAKE CHECK PAYABLE TO:



GEAUGA CU - VISA  
 PO BOX 4521  
 CAROL STREAM IL 60197-4521



EMBASSY SUITES COLUMBUS DUBLIN  
 5100 UPPER METRO PLACE  
 DUBLIN, OH 43017  
 United States of America  
 TELEPHONE 614-790-9000 • FAX 614-790-9001  
 Reservations  
 www.embassysuites.com or 1 800 EMBASSY

Quay, Kerri  
  
 231 MAIN ST  
 2ND FLOOR  
 CHARDON OH 44024  
 UNITED STATES OF AMERICA

Room No: ✓ 506/KNGN  
 Arrival Date: ✓ 10/27/2024 7:09:00 PM  
 Departure Date: ✓ 10/28/2024 1:33:00 PM  
 Adult/Child: 1/0  
 Cashier ID: SMOORE160  
 Room Rate: 131.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 1238280 B

Confirmation Number: 97084446

EMBASSY SUITES COLUMBUS DUBLIN 12/3/2024 9:39:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
10/28/2024	5028557	GUEST ROOM [XFR FR RM Quay Kerri 506 RCPT A - 10/27/2024]	\$131.00 ✓
10/28/2024	5028557	SALES TAX [XFR FR RM Quay Kerri 506 RCPT A - 10/27/2024]	\$9.83
10/28/2024	5028557	HOTEL/MOTEL EXCISE TX -6% CITY [XFR FR RM Quay Kerri 506 RCPT A - 10/27/2024]	\$7.86
10/28/2024	5028557	HOTEL/MOTEL EXCISE TX -4% CO [XFR FR RM Quay Kerri 506 RCPT A - 10/27/2024]	\$5.24
10/28/2024	5028634	VS *0162	(\$153.93)
12/3/2024	5045374	SALES TAX EXEMPTION	(\$9.83)
12/3/2024	5045375	TAX EXEMPT - HOTEL MOTEL 6%	(\$7.86)
12/3/2024	5045376	TAX EXEMPT - HOTEL MOTEL 4%	(\$5.24)
12/3/2024	5028634	VS *0162	\$22.93
**BALANCE**			\$0.00

EMBASSY SUITES - DUBLIN

CREDIT CARD DETAIL

APPR CODE	623027	MERCHANT ID	8030882339
CARD NUMBER	VS *0162	EXP DATE	05/27
TRANSACTION ID	5028634	TRANS TYPE	Sale



EMBASSY SUITES COLUMBUS DUBLIN  
 5100 UPPER METRO PLACE  
 DUBLIN, OH 43017  
 United States of America  
 TELEPHONE 614-790-9000 - FAX 614790-9001  
 Reservations  
 www.embassysuites.com or 1 800 EMBASSY

Quay, Keri  
  
 231 MAIN ST  
 2ND FLOOR  
 CHARDON OH 44024  
 UNITED STATES OF AMERICA

Room No: ✓ 512/KNGN  
 Arrival Date: ✓ 10/27/2024 8:57:00 AM  
 Departure Date: ✓ 10/28/2024 1:32:00 PM  
 Adult/Child: 1/0  
 Cashier ID: SMOORE160  
 Room Rate: 178.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 1238279 B

Confirmation Number: 97084446

EMBASSY SUITES COLUMBUS DUBLIN 12/3/2024 9:36:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
10/27/2024	5028316	GUEST ROOM	\$131.00 ✓
10/27/2024	5028316	SALES TAX	\$9.83
10/27/2024	5028316	HOTEL/MOTEL EXCISE TX -6% CITY	\$7.86
10/27/2024	5028316	HOTEL/MOTEL EXCISE TX -4% CO	\$5.24
11/5/2024	5032859	VS *0162	(\$153.93)
12/3/2024	5045371	SALES TAX EXEMPTION	(\$9.83)
12/3/2024	5045372	TAX EXEMPT - HOTEL MOTEL 6%	(\$7.86)
12/3/2024	5045373	TAX EXEMPT - HOTEL MOTEL 4%	(\$5.24)
12/3/2024	5032859	VS *0162	\$22.93
**BALANCE**			\$0.00

EMBASSY SUITES - DUBLIN

CREDIT CARD DETAIL

APPR CODE	665773	MERCHANT ID	8030882339
CARD NUMBER	VS *0162	EXP DATE	05/27
TRANSACTION ID	5032859	TRANS TYPE	Sale



EMBASSY SUITES COLUMBUS DUBLIN  
 5100 UPPER METRO PLACE  
 DUBLIN, OH 43017  
 United States of America  
 TELEPHONE 614-790-9000 • FAX 614790-9001  
 Reservations  
 www.embassysuites.com or 1 800 EMBASSY

Quay, Kerri  
 231 MAIN ST  
 2ND FLOOR  
 CHARDON OH 44024  
 UNITED STATES OF AMERICA

Room No: ✓ 513/KNGN  
 Arrival Date: ✓ 10/27/2024 6:34:00 PM  
 Departure Date: ✓ 10/28/2024 6:44:00 PM  
 Adult/Child: 1/0  
 Cashier ID: SMOORE160  
 Room Rate: 131.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 1238278 B

Confirmation Number: 97084446

EMBASSY SUITES COLUMBUS DUBLIN 12/3/2024 9:30:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
10/28/2024	5028555	GUEST ROOM [XFR FR RM Quay Kerri 513 RCPT A - 10/27/2024]	\$131.00 ✓
10/28/2024	5028555	SALES TAX [XFR FR RM Quay Kerri 513 RCPT A - 10/27/2024]	\$9.83
10/28/2024	5028555	HOTEL/MOTEL EXCISE TX -6% CITY [XFR FR RM Quay Kerri 513 RCPT A - 10/27/2024]	\$7.86
10/28/2024	5028555	HOTEL/MOTEL EXCISE TX -4% CO [XFR FR RM Quay Kerri 513 RCPT A - 10/27/2024]	\$5.24
10/28/2024	5028653	VS *0162	(\$153.93)
12/3/2024	5045368	SALES TAX EXEMPTION	(\$9.83)
12/3/2024	5045369	TAX EXEMPT - HOTEL MOTEL 6%	(\$7.86)
12/3/2024	5045370	TAX EXEMPT - HOTEL MOTEL 4%	(\$5.24)
12/3/2024	5028653	VS *0162	\$22.93
**BALANCE**			\$0.00

EMBASSY SUITES - DUBLIN

CREDIT CARD DETAIL

APPR CODE	635898	MERCHANT ID	8030882339
CARD NUMBER	VS *0162	EXP DATE	05/27
TRANSACTION ID	5028653	TRANS TYPE	Sale