



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

**Return Voucher Form**

Date: 02/06/25

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2025-00000342**

**Western Reserve Office Supply \$1318.43**

<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 January 3, 2025  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of  
\$13,000.00

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
	2/3/2025	\$ 1,318.43 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2025		
1099 AMT.		

PURCHASE ORDER NO. 2025-00001127 ✓ KC

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 Ann*  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Materials & Supplies - Materials & Supplies 1001 007-02-701 - Materials and Supplies 13,000.00  ✓  430378	13,000.0000	\$13,000.00
<b>TOTAL DUE</b>					<b>\$13,000.00</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  
JUVENILE DIVISION  
GEAUGA COUNTY, OHIO

FILED  
IN COMMON PLEAS COURT  
2025 FEB -4 PM 4: 35

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:  
  
JUVENILE COURT  
EXPENDITURES  
WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2025-37

Pursuant to R.C. 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$1,318.43 (One Thousand Three Hundred Eighteen Dollars and Forty Three Cents) from 1001-007-02-701 payable to WESTERN RESERVE OFFICE SUPPLY, for materials and supplies, which the Juvenile 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

*10-21-2025*

CC: Fiscal Director

**WESTERN RESERVE OFFICE SUPPLY**

**INVOICE 430378** ✓

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

INVOICE DATE: JAN 15 2025 ✓

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

**SHIP TO:** same

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		J Prall	Our truck	01/15/25	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3 ✓	UNV15541 ballpoint pen, retract med, blue, dz	✓ 8.44	25.32
12 ✓	UNV21200 copy paper white, letter, 92brt 5000ct	✓ 62.99	755.88
2 ✓	UNV75748 glue stick clear 12pk	✓ 10.19	20.38
1 ✓	BICGSM609BE ballpoint pen, stick med blue, 60pk	✓ 15.39	15.39
2 ✓	UNV81004 paper fasteners/base 2" 100bx	✓ 13.86	27.72
3 ✓	UNV20630 legal pad, white, letter, dz	✓ 26.99	80.97
2 ✓	UNV15001 tape dispenser 1" core, blk	✓ 5.19	10.38
1 ✓	UNV83412 tape refill, clear ¾" 12pk	✓ 17.59	17.59
1 ✓	UNV08863 desk highlighter, fl orange dz	✓ 9.88	9.88
1 ✓	MMM36504 packing tape 3" clear 4pk	✓ 20.79	20.79
2 ✓	UNV99010 message arrow flags, SIGN HERE 120PK	✓ 8.98	17.96
1 ✓	UNV18103 file folders manila letter, 250bx	✓ 34.23	34.23
12 ✓	UBC65871 gel pen retract bold blue, each	✓ 4.05	48.60
1 ✓	UBC65874PP pen refills, bold, blue 2pk	✓ 4.89	4.89
2 ✓	FEL9287202 HEPA filter for air purifier	✓ 80.99	161.98
2 ✓	AVE05720 hoe reinforcements white 1000pk	✓ 8.67	17.34
2 ✓	UNV75605 correction tape pen style 4pk	✓ 9.62	19.24
1 ✓	TOM68720 MONO correction tape white 10pk	✓ 29.89	29.89

SUBTOTAL	\$1318.43
TAX	0
TOTAL DUE	\$1318.43

THANK YOU FOR YOUR BUSINESS.  
 CUSTOMER SERVICE 440.285.2256

✓  
