



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

**Return Voucher Form**

Date: **05/08/2025**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2025-00001097**

**Western Reserve Office Supply \$469.54**

<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 voucher 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 GRENDELL  
231 MAIN STREET SUITE 2  
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	5/12/2025	\$ 469.54 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2025	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2025-00001127 ✓

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 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	Materials & Supplies - Materials & Supplies 1001-007-02-701 - Materials and Supplies 13,000.00  430495	13,000.0000	\$13,000.00
<b>RECEIVED</b> <b>MAY 07 2025</b> <b>Geauga County Auditor</b>					
<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 MAY -8 AM 11: 20

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT  
EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL

)

) **PROPER ADMINISTRATIVE ORDER**

) **2025-178**

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 \$469.54 (Four Hundred Sixty Nine Dollars and Fifty Four 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

CC: Fiscal Director

# WESTERN RESERVE OFFICE SUPPLY

# INVOICE 430495

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

INVOICE DATE: APR 23 2025

**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	Our truck	04/23/25	Net 30

QUANTITY		DESCRIPTION	UNIT PRICE	TOTAL
2	✓	RTG72039 page flags, LOOK, 100pk	12.36	✓ 24.72
3	✓	IVR10012 air duster, cleaner, 10 oz 2pk	15.95	✓ 47.85
2	✓	RTG31118 arrow page flags, removable, asst, 125pk	5.34	✓ 10.68
2	✓	UNV35662 self stick note pads, 1x2, yellow, dz	4.99	✓ 9.98
3	✓	UNV21200 copy paper, white, letter, 92 brt, 5000ct	63.99	✓ 191.97
2	✓	REARR15045 screen cleaning wipes, unscented 75tub	11.01	✓ 22.02
2	✓	UNV46300 jr legal pads, 5x8, white, dz	24.99	✓ 49.98
3	✓	UNV20630 legal pads, letter, white, dz	26.99	✓ 80.97
1	✓	BICGSM609BE Bic pens, medium, blue, 60pk	15.39	✓ 15.39
2	✓	UNV35668 self stick note pads, 3x3, yellow, dz	7.99	✓ 15.98

SUBTOTAL	✓ \$469.54
SALES TAX	0
TOTAL DUE	\$469.54

Make all checks payable to WESTERN RESERVE OFFICE SUPPLY.  
 For customer service, please contact: 440-285-2256  
 THANK YOU FOR YOUR BUSINESS!

*gmp* *ke*