



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 06/04/2025

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2025-1330

Kerri Quay \$124.61

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

Solution: No original signature. Some of the receipt copies submitted are missing the receipt dates. Dates were not able to be vetted against encumbrance GL for those receipts.

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, 2025

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement or obligation in the sum of

\$11,500.00

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
GEAUGACOUNTYFEDERAL 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
	6/9/2025	\$ 124.61 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2025	dr	
1099 AMT.	cr	

PURCHASE ORDER NO. 2025-00001148 ✓

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

VENDOR I.D. NO. _____ 13862

PURCHASED FROM:

Kerri Quay

INVOICE TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1 0000	Each	2080	Other Expenses - Other 2080-008-00-901 - Other 11,500.00	11,500 0000	\$11,500 00
			2025 ERC		
TOTAL DUE					\$11,500.00

RECEIVED
JUN 04 2025
Gaugua County Auditor

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
2025-10-14 9:47
CLERK OF COURT
JANET L. BROWN

IN RE:

PROBATE COURT
EXPENDITURES
QUAY, KERRI

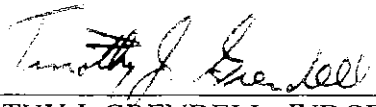
) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2025-102**

Pursuant to R.C. 2303.201(E)(1), Administrative Order 2010-02 of this Court issued by Judge Henry (copy attached), and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$124.61 (One Hundred Twenty Four Dollars and Sixty One Cents) from 2080-008-00-901 payable to QUAY, KERRI, for 2025 ERC 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

10/14/2025

CC: Fiscal Director

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

2010 JUN 25 11:11:01
PROBATE DIVISION
CLERK
GEAUGA COUNTY, OHIO

In Re:
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

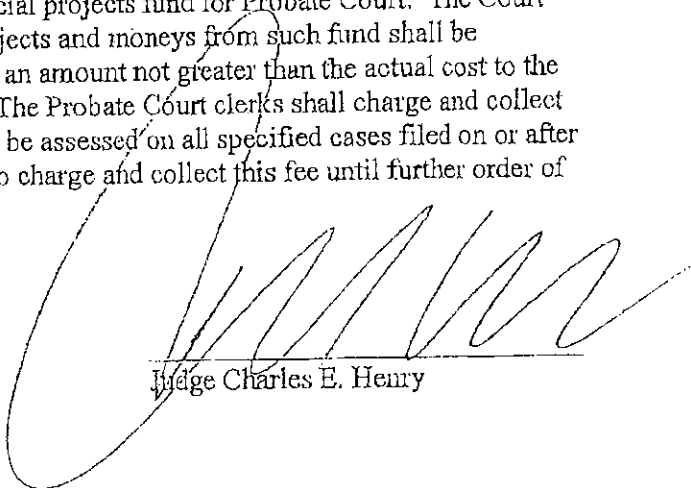
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

WHEREAS, the special projects shall include, but not be limited to, the acquisition of additional facilities or the rehabilitation of existing facilities, the acquisition of equipment, the hiring and training of staff, community service programs, mediation or alternative dispute resolution services, the employment of magistrates, the training and education of judges and magistrates, and other related services.

THEREFORE, pursuant to the authority granted in Ohio Revised Code Section 2303.201(E)(1), the Court hereby amends Rule 4 of the Local Rules of the Geauga County Court of Common Pleas, Probate Division, to encompass a new special projects fee in the sum of Fifteen Dollars (\$ 15.00) to be assessed on the filing of each estate, guardianship, trust, miscellaneous civil case, adoption, minor settlement, wrongful death case, name change, and marriage license.

All fees collected pursuant to this order shall be paid to the Geauga County Treasurer for deposit into a general special projects fund for Probate Court. The Court will allocate the funds to individual projects and moneys from such fund shall be disbursed upon an order of the Court in an amount not greater than the actual cost to the Court of any such determined project. The Probate Court clerks shall charge and collect this fee beginning on March 1, 2010, to be assessed on all specified cases filed on or after said date and the clerks shall continue to charge and collect this fee until further order of this Court.

IT IS SO ORDERED.


Judge Charles E. Henry

Geauga County
Mileage/Miscellaneous Reimbursement Voucher
for ALL that follow IRS Standard Mileage - 2025

Print Form

Print Form

PRINT EMPLOYEE NAME KERRI QUAY - 13862

DEPARTMENT PROBATE

DATE	ORIGIN	DESTINATION	MILEAGE	MISC. AMOUNT
	PURPOSE OF TRAVEL			
05/06/25	CIRCLE K		0.00	✓ 3.29 ✓
	EMPLOYEE RECOGNITION WEEK			
04/27/25	MARSHALLS			✓ 11.98 ✓
	EMPLOYEE RECOGNITION WEEK			
05/08/25	WALMART			✓ 7.74 ✓
	EMPLOYEE RECOGNITION WEEK			
05/07/25	GIANT EAGLE			✓ 8.99 ✓
	EMPLOYEE RECOGNITION WEEK			
04/29/25	WALMART			✓ 24.96 ✓
	EMPLOYEE RECOGNITION WEEK			
04/29/25	WALMART			✓ 7.97 ✓
	EMPLOYEE RECOGNITION WEEK			
04/24/25	AMAZON			✓ 21.99 ✓
	EMPLOYEE RECOGNITION WEEK			
04/29/25	DOLLAR TREE			✓ 13.75 ✓
	EMPLOYEE RECOGNITION WEEK			
05/07/2025	WALMART			✓ 23.94 ✓
	EMPLOYEE RECOGNITION WEEK			

TRAVELER'S CERTIFICATE

I certify that the statements made hereon are true, that the mileage was actually driven on County Business, and that the expenses incurred were in accordance with state and county regulations. I also certify that I have liability insurance as required in ORC 4509.51.

Column Totals A **0.00** **\$ 124.61** B

Total Mileage Amount (A) X .700** **\$ 0.00** C

Total Reimbursement (B) + (C) **\$ 124.61**

ORIGINAL RECEIPTS MUST BE ATTACHED

Employee Signature [Signature] Date 5/22/25 Department Head Signature [Signature]

** IRS .700 rate effective 01/01/2025
 Commissioners Approved 01/07/2025
 Revised 01/08/2025 RHL

Order Total: \$23.47

Shipped on April 24, 2025 ✓

ems Ordered

of: Huwena 30 Sets Inspirational You Gifts Resin Smile
tone with You Rock Card Thank You for Being Awesome
mployee Appreciation Party Favor Gifts for Team
worker Adult Rock Lover ✓

Price

\$21.99

Sold by: Shylfix (seller profile)

Applied by: Shylfix (seller profile)

Condition: New

Shipping Address:

[illegible]

ripping Speed:

FREE Prime Delivery

Payment information

Payment Method:

astercard

Item(s) Subtotal: \$21.99

Shipping & Handling: \$0.00

8.99
11.98
23.94
7.74
3.29

\$55.94



#4098 CHARDON
351 Center St. 440-286-4949
Chardon, OH 44024

DIET COKE 12PK 8.99 B
TAX 0.61

**** BALANCE 9.60

Chardon OH 44024

DATE: 05/07/25 TIME: 11:31am
TYPE: Purchase

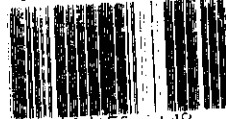
ACCT: US Debit ~~8.99~~ \$ 8.99
APPROVED

Give us feedback @ survey.walmart.com
Thank you! ID #: 7VP0X1L5CXW



Walmart Supercenter
440-286-2250 Mgr. YVONNE
223 MEADOWLANDS DR
CHARDON OH 44024
ST# 03293 OP# 009048 TR# 00521

ITEMS SOLD 1
TC# 0311 1119 0311 9749 7051



5 CONF BLN 894152 48 1.53 X
TIME PRICE 166000 40 F 3.98 T
GM CHEY WSTM 757423 30 F 2.67 T
APPLE 049000 20 F 7.88 X
DIET DR PEPP 780000 260 F 7.88 X

SUBTOTAL 23.94
TAX 1.62
TOTAL 25.56
DEBIT TEN 25.56
CHANGE DUE 0.00

\$23.94

DEBIT TOTAL PURCHASE
AY TRAIL PRIMARY

nge

\$0.00

Int Total:

HOME CITY ICE BAG 7LB
Total:

\$3.29

er:1
Ashante, 316536

Circle K
148257 Chillicothe Rd
Novelty, OH 44072
(440) 338-1732
er:1
5/6/2025 6:52:43 AM
er Number: 1396109
4705277

\$7.74

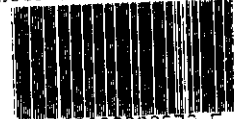
7LB BAG 000000032075 F 3.76 O
2 AT 1 FCR 1.88 3.98 T
PEACH C16600001920 F
SUBTOTAL 7.74
TAX1 6.7500 % 0.27
TOTAL 8.01
DEBIT TEN 8.01
CHANGE DUE 0.00

Give us feedback @ survey.walmart.com
Thank you! ID #: 7VPB0S14NGPW



Walmart Supercenter
440-286-2250 Mgr. YVONNE
223 MEADOWLANDS DR
CHARDON OH 44024
ST# 03293 OP# 009048 TE# 48 TR# 03187

ITEMS SOLD 2
TC# 2036 9095 5787 6513 0709



7LB BAG 000000032075 F 3.76 O
2 AT 1 FCR 1.88 3.98 T
PEACH C16600001920 F
SUBTOTAL 7.74
TAX1 6.7500 % 0.27
TOTAL 8.01
DEBIT TEN 8.01
CHANGE DUE 0.00



HAINBRIDGE COMMONS
7205 MARKET PLACE DRIVE
AURORA, OH 44202
United States
330-995-0018

REGULAR SALE

85 GOURMET FOOD 060114787 / \$2.00 N
85 GOURMET FOOD 062148353 \$4.99 N
85 GOURMET FOOD 061233544 \$4.99 N

Subtotal \$11.98
OH 6.750% Sales Tax \$0.00

Total \$11.98

VISA DEBIT \$11.98
TRANSACTION RECORD



Store# 5534
255 Meadowlands Drive
Unit 180
Chardon OH 44024-8374

(440) 332-7610

DESCRIPTION	QTY	PRICE	TOTAL
PAPER STRAW HONEYCOMB BCT	1	1.25	1.25
PAPER STRAW HONEYCOMB BCT	1	1.25	1.25
PAPER STRAW HONEYCOMB BCT	1	1.25	1.25
PAPER STRAW HONEYCOMB BCT	1	1.25	1.25
FRUIT LATEX BLLNS 12CT 12IN	1	1.25	1.25
LUAU TABLECOVER ASTD	1	1.25	1.25
LUAU NAPKIN 13IN 25CT	1	1.25	1.25
LUAU NAPKIN 13IN 25CT	1	1.25	1.25
ROUND SUMMER NAPKIN 16CT	1	1.25	1.25
ROUND SUMMER NAPKIN 16CT	1	1.25	1.25
LUAU TABLECOVER ASTD	1	1.25	1.25

Sub Total \$32.00
SALES TAX \$2.16
Total \$34.16

13.75 ✓

10:34



Apr 29, 2025 order


\$16.98

In-store pickup

Picked up on May 09

Return eligible until Fri, Aug 08



Store location

Chardon Supercenter
223 MEADOWLANDS DR, Chardon, OH 44024

Pickup person

Pickup instructions



1 item received



Payment method

\$7.97

Subtotal

\$7.97

Tax

\$0.00

Total

\$7.97

10:33



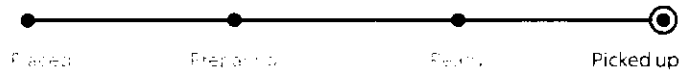
Apr 29, 2025 order



In-store pickup

Picked up on May 09

Return eligible until Fri, Aug 08



Store location

Chardon Supercenter
223 MEADOWLANDS DR, Chardon, OH 44024

Pickup person

kerri quay

Pickup instructions



1 item received



Payment method

\$24.96

Subtotal

\$24.96

Tax

\$0.00

Total

\$24.96