



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

**Return Voucher Form**

Date: 07/18/2025

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2025-00001595**

**Western Reserve Office Supply \$572.04**

|  |   |
|--|---|
| <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.

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  
\$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 |
|             | 7/21/2025    | \$ 572.04 ✓    |
| P.O. DATE   | ADJUSTMENT   | ACCOUNT NO.    |
| 01/03/2025  | dr.          |                |
| 1099 AMT.   | cr.          |                |

PURCHASE ORDER NO. 2025-00001133 ✓

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

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 Gendi*  
DEPARTMENT HEAD SIGNATURE

| QUANTITY  | UNIT | FUND | DESCRIPTION  | UNIT COST  | TOTAL COST |
|-----------|------|------|--|------------|------------|
| 1 0000    | Each | 1001 | Materials & Supplies - Materials & Supplies<br>1001-008-00-701 - Materials and Supplies 9,000.00<br><br>430575 | 9,000.0000 | \$9,000.00 |
| 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  
2025 JUL 16 AM 10:01 ✓

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

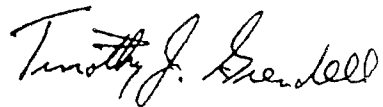
IN RE: ) JUDGE TIMOTHY J. GRENDALL  
)  
PROBATE COURT )  
EXPENDITURES ) **PROPER ADMINISTRATIVE ORDER**  
WESTERN RESERVE OFFICE SUPPLY ) **2025-113**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$572.04 (Five Hundred Seventy Two Dollars and Four 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 430575

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

INVOICE DATE: JUNE 18 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   | 06/18/25 | Net 30 |

| QUANTITY | DESCRIPTION  | UNIT PRICE | TOTAL    |
|----------|--|------------|----------|
| 2        | GRP938603 certificate holder, premium, blk, 3pk    | 10.19      | 20.38 ✓  |
| 1        | UNV46065VP envelope moistener clear 4pk            | 9.35       | 9.35 ✓   |
| 12       | UBC65871 gel pen retract bold, blue, each          | 4.05       | 48.60 ✓  |
| 2        | UNV20630 legal pad, letter, white, dz              | 26.99      | 53.98 ✓  |
| 5        | UNV21200 copy paper, white, letter, 92 brt, 5000ct | 61.99      | 309.95 ✓ |
| 2        | UNV15541 ballpoint pen, grip, retract med, blue dz | 8.44       | 16.88 ✓  |
| 1        | UNV42100 catalog envelope, 6x9, white, 100bx       | 38.14      | 38.14 ✓  |
| 3        | MMM686ROYGB tabs, asst colors 1/5 cut 30pk         | 6.13       | 18.39 ✓  |
| 2        | MXBBNO111M mini staples #11 1000bx                 | 2.48       | 4.96 ✓   |
| 1        | SWI79171 TOT mini stapler black ✓                  | 7.52       | 7.52 ✓   |
| 2        | UNV35688 note pad, 3x3 yellow 18pk                 | 9.99       | 19.98 ✓  |
| 1        | UNV76752 glue stick clear, 12pk                    | 23.91      | 23.91 ✓  |
|          |  |            |          |
|          |  |            |          |
|          |  |            |          |
|          |  |            |          |

|           |            |
|-----------|------------|
| SUBTOTAL  | \$572.04   |
| SALES TAX | 0 ✓        |
| TOTAL DUE | \$572.04 ✓ |

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

*[Handwritten signature and initials]*