



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 09/18/25

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2025-00002179

Western Reserve Office Supply \$801.46

☐ 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 on the voucher cover or invoice. Wrong date on voucher.

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

\$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
	9/22/2025 ✓	\$ 801.46 ✓
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 _____

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

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 430654 RECEIVED SEP 17 2025 Geauga County Auditor	13,000.0000	\$13,000.00
TOTAL DUE					\$13,000.00

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
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

FILED
JUVENILE COURT
2025 SEP 17 PM 12:15
PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

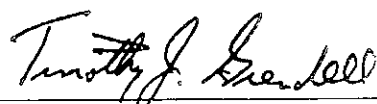
IN RE:) JUDGE TIMOTHY J. GRENDALL
JUVENILE COURT)
EXPENDITURES)
WESTERN RESERVE OFFICE SUPPLY) **PROPER ADMINISTRATIVE ORDER**
2025-334

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 \$801.46 (Eight Hundred One Dollars and Forty Six 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

W 9/17/2025

CC: Fiscal Director

WESTERN RESERVE OFFICE SUPPLY

✓ INVOICE 430654

P.O.BOX 167

✓ CHARDON OH 44024

440-285-2256

customerservice@WesternReserveOfficeSupply.com

✓ INVOICE DATE: AUG 22 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	08/22/25	Net 30

QUANTITY		DESCRIPTION	UNIT PRICE	TOTAL
8	✓	UNV21200 copy paper, white letter 92 bрт 5000 ct	61.99	495.92
1	✓	MMMC38BK tape dispenser noskid base black	6.99	6.99
2	✓	UNV42100 catalog envelopes 6x9 white self adh 100bx	41.81	83.62
1	✓	ALEMAT45553CLPL chair mat, low pile 45x53 clear	82.99	82.99
2	✓	UNV20630 legal pad, white, letter, dz	26.99	53.98
2	✓	UNV35662 note pads, 1x2, yellow, dz	4.99	9.98
1	✓	BICGSM609BE ballpoint pen, med blue 60bx	15.39	15.39
4	✓	AVE05868 gold foil seals, 2", 44pk	6.90	27.60
1	✓	UNV46300 jr legal pad, 5x8, white, dz	24.99	24.99

SUBTOTAL	\$801.46
SALES TAX	0
TOTAL DUE	✓ \$801.46

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

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