



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 12/11/25

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch #2025-00002836

Western Reserve Office Supply \$640.62

☐ 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 \$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
	12/15/2025	\$ 640.62
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2025	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2025-00001133

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 Gaudin
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Materials & Supplies - Materials & Supplies 1001-008-00-701 - Materials and Supplies 9,000.00 430736 & 430777	9,000.0000	\$9,000.00
RECEIVED DEC 11 2025 Geauga County Auditor					
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**

2025-07-02 PM 3:30

PROBATE DIVISION
GEAUGA COUNTY, OHIO

IN RE:

) JUDGE TIMOTHY J. GRENDALL

)

PROBATE COURT

)

EXPENDITURES

) **PROPER ADMINISTRATIVE ORDER**

WESTERN RESERVE OFFICE SUPPLY

) **2025-201**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$640.62 (Six Hundred Forty Dollars and Sixty Two 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.



ROBERT W. BERGER, JUDGE
Sitting by Assignment #25JA5007

CC: Fiscal Director

WESTERN RESERVE OFFICE SUPPLY

P.O. BOX 167
CHARDON OH 44024
440-285-2256

customerservice@WesternReserveOfficeSupply.com

INVOICE 430736 ✓

INVOICE DATE: NOV 26 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		Shawna	Our truck	11/26/25	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
✓ 7	AVE08463 labels, 3/4" green 36sh	7.48	52.36
✓ 5	AVE05461 labels 3/4" light blue, 42sh	10.84	54.20
✓ 15	AVE05868 gold foil seals 2" 44pk	6.90	103.50
✓ 4	BSN36612 note pads 3x3 yellow 12pk SUB FOR DISC	6.72	26.88
✓ 3	NSN6970597 comfort grip ballpoint pen, med, blue, dz	11.55	34.65
✓ 1	UNV76752 glue stick, clear 12pk	27.03	27.03
✓ 1	BICGSM609BE ballpoint pen, med blue 60bx	15.29	15.29
✓ 1	BICWOTAP10 correction tape asst color 10bx	36.28	36.28
✓ 1	AAGPM1128 3 month wall calendar 12x27 2026	22.43	22.43
✓ 2	AVT50904 zipper pouch 3hole punch clear	8.30	16.60
✓ 3	HOD124 monthly desk calendar 22x27 2026	8.35	25.05
✓ 1	BSN63108 legal pads, letter white dz	26.99	26.99
✓ 1	UNV31803 letter opener with blade 3pk	8.25	8.25
✓ 1	HIOD39645 two year wall calendar 24x37 2026-2027	32.66	32.66
✓ 10	SMD71186 exp wallet 5.25", elastic cord red	12.23	122.30
✓ 1	DWI3513B counterfeit bill detector marker blk 3pk	15.19	15.19

SUBTOTAL \$619.66
SALES TAX 0
TOTAL DUE \$619.66

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

W SM

INVOICE 430777 ✓

RECEIVED
GEN. COUNTY
PROBATE COURT

SHIP TO:
same[illegible]

SUBTOTAL	\$20.96
SALES TAX	0
TOTAL DUE	\$20.96

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