



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 12/17/2025

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2025-00002871

Western Reserve Office Supply \$203.00

☐ Dept. Head Signature Missing on Cover
☐ Incorrect Account Number
☐ Incorrect Remit Address
☐ Insufficient Cash Balance Available
☐ Batch not Approved in New World
☐ Insufficient Balance Available on PO
☐ Missing Original Invoice/Supporting Documents
☐ Missing "OK to Pay" Initials/Signature

☐ Incorrect Vendor Numbers (s)
☐ Incorrect/No Encumbrance No.
☐ Incorrect Voucher Amount
☐ Incorrect G/L Date
☐ Expense Precede Encumbrance
☐ Remit Copy Missing
☐ Due Date Deadline Missed
☒ 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. 34-8001208
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
	12/22/2025	\$ 203.00 ✓
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 _____

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 C. ...
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 430784	9,000.0000	\$9,000.00
TOTAL DUE					\$9,000.00

RECEIVED
DEC 16 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

2025 DEC 16 PM 12:10

PROBATE DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENELE
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2025-206**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$203.00 (Two Hundred Three Dollars and No 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
ROBERT W. BERGER, JUDGE
Sitting by Assignment #25JA5007

CC: Fiscal Director

INVOICE 430784

INVOICE DATE: DEC 10 2025

SHIP TO:
same[illegible]

SUBTOTAL	\$219.70
SALES TAX	0
TOTAL DUE	\$219.70

**FOR CUSTOMER SERVICE, PLEASE CONTACT 440-285-2256.
THANK YOU FOR YOUR BUSINESS!**

	0
	\$219.70
	- 16.70
	<u>\$203.00</u>

✓ KL SM

CREDIT 430782

customerservice@WesternReserveOfficeSupply.com

INVOICE DATE: DEC 10 2025

**Geauga County Probate/Juvenile Court
231 Main Street #200
Chardon OH 44024**

same

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Shawna	Our truck	12/10/25	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	HOD124 desk calendars 22x17 white 2026 RETURNED	-8.35	✓ -16.70
		SUBTOTAL	✓ -16.70
		SALES TAX	0
		TOTAL DUE	-\$16.70

THANK YOU FOR YOUR BUSINESS!