



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

**Return Voucher Form**

Date: **01/16/26**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2026-00000082**

**Western Reserve Office Supply \$268.90**

|                                                                        |                                                       |
|------------------------------------------------------------------------|-------------------------------------------------------|
| <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 on the voucher cover or invoice.

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

\$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                             |
|-------------|--------------------------------------------|--------------------------------------------|
|             | 1/19/2026 <span style="color:red">X</span> | \$ 268.90 <span style="color:red">✓</span> |
| P.O. DATE   | ADJUSTMENT                                 | ACCOUNT NO.                                |
| 01/03/2025  | dr                                         |                                            |
| 1099 AMT.   | cr                                         |                                            |

PURCHASE ORDER NO. 2025- 0001127 ✓ KC

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

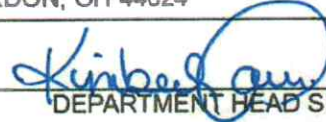
VENDOR I.D. NO. **4817**

**PURCHASED FROM:**

Western Reserve Office Supply

**INVOICE TO:**

GEAUGA COUNTY  
PROBATE / JUVENILE COURT -JUDGE GRENDALL  
231 MAIN STREET SUITE 2  
CHARDON, OH 44024

  
DEPARTMENT HEAD SIGNATURE

| QUANTITY  | UNIT | FUND | DESCRIPTION                                                                                                                                                      | UNIT COST   | TOTAL COST  |
|-----------|------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 1.0000    | Each | 1001 | Materials & Supplies - Materials & Supplies<br>1001-007-02-701 - Materials and Supplies 13,000.00<br><br><span style="color:red">✓</span><br><br>430808 & 430800 | 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

RECEIVED

JAN 12 2026

FILED  
2026 JAN 12 PM 12:54

PROBATE/JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT  
EXPENDITURES  
WESTERN RESERVE OFFICE SUPPLY

Geauga County Auditor

) JUDGE TIMOTHY J. GRENDALL

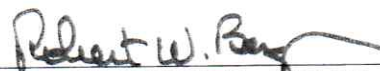
) PROPER ADMINISTRATIVE ORDER  
2026-36

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 \$268.90 (Two Hundred Sixty Eight Dollars and Ninety 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.

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

CC: Fiscal Director

 INVOICE 430808

INVOICE DATE: DEC 30 2025

SHIP TO:  
same

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

[illegible]

|           |          |
|-----------|----------|
| SUBTOTAL  | \$209.00 |
| SALES TAX | 0        |
| TOTAL DUE | \$209.00 |

|     |          |
|-----|----------|
| MAX | 0        |
| UE  | \$209.00 |

✓

SM

 **INVOICE 430800**

INVOICE DATE: DEC 18 2025

SHIP TO:  
same[illegible]

|           |         |
|-----------|---------|
| SUBTOTAL  | \$59.90 |
| SALES TAX | 0       |
| TOTAL DUE | \$59.90 |

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