



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

**Return Voucher Form**

Date: **09/02/2021**

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

From: Auditor's Office Fiscal Department

SUBJECT: **Batch # 2021-00002661      Weekleys Mailing Service**

<p>_____ Dept. Head Signature Missing on Cover</p> <p>_____ Incorrect Account Number</p> <p>_____ Incorrect Remit Address</p> <p>_____ Insufficient Cash Balance Available</p> <p>_____ Batch not Approved in New World</p> <p>_____ Insufficient Balance Available on PO</p> <p>_____ Missing Original Invoice/Supporting Documents</p> <p>_____ Missing "OK to Pay" Initials/Signature</p>	<p>_____ Incorrect Vendor Numbers (s)</p> <p>_____ Incorrect/No Encumbrance No.</p> <p>_____ Incorrect Voucher Amount</p> <p>_____ Incorrect G/L Date</p> <p>_____ Expense Precede Encumbrance</p> <p>_____ Remit Copy Missing</p> <p>_____ Due Date Deadline Missed</p> <p><input checked="" type="checkbox"/> Other</p>
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Solution: Please provide a copy/proof of the Geauga Court News Q2 for this 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 4, 2021  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of  
\$16,750.00

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
1109641	9-6-2021	996.90
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/04/2021		
1099 AMT.		

PURCHASE ORDER NO. 2021-00000369

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 52088

**PURCHASED FROM:**  
WEEKLEYS MAILING SERVICE  
1420 WEST BAGLEY ROAD  
BEREA, OH 44017-2935

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

*Kimberly Kay*  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Other Expenses - Other Expenses 1001-007-57-901 - Other 16,750.00  2nd Q - J.	16,750.0000	\$16,750.00
TOTAL DUE					\$16,750.00

**RECEIVED**  
SEP 02 2021  
Geauga County Auditor

**Invoice # 37087**

**WEEKLEY'S**

8/24/2021

Weekley's Mailing Service, Inc.  
 1420 West Bagley Road  
 Berea, Ohio 44017-2935  
 440.234.4325  
 Fax: 440.234.6502  
 www.weekleymailing.com

Geauga County Probate/Juvenile Court  
 Kim Laurie  
 Courthouse Annex, 2nd FL  
 231 Main Street, Ste 200  
 Chardon, OH 44024

PO No.

Quantity	Description	Rate	Amount
46,947	Geauga Court News - 2nd Quarter 8-1/2 x 11 Card  Set up and ink jet indicia Mailing list use Walk sequence data CASS certification Ink Jet address Separate by ZIP code Standard Tie/bag/palletize and deliver to USPS	41.73/m	1,959.10
	Subtotal		1,959.10
	8/18 [2] FedEx extras		34.70
	J 2021-0369 - \$996.90 P 2021-0410 - \$996.90 <u>1993.80</u>		

Total \$1,993.80  
 Terms Net 30

FILED  
IN COMMON PLEAS COURT

**IN THE COURT OF COMMON PLEAS**

**JUVENILE DIVISION**

2021 SEP - 1 PM 12: 01

**GEAUGA COUNTY, OHIO**

PROBATE/JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:	) JUDGE TIMOTHY J. GRENDELL
	)
JUVENILE COURT	)
EXPENDITURES	) PROPER ADMINISTRATIVE ORDER
WEEKLEYS MAILING SERVICE	) 2021-354

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 \$ 996.90 (Nine Hundred Ninety Six Dollars and Ninety Cents) from 1001-007-57-901 to WEEKLEYS MAILING SERVICE, at 1420 WEST BAGLEY ROAD, BEREA, OH 44017-2935, for community outreach, which the Juvenile Court has determined to be an expenditure for a proper public purpose. 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".

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.

  
TIMOTHY J. GRENDELL, JUDGE

CC: Fiscal Director