



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **01/17/2023**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00000164

Covius \$527.00

<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. New World vendor payee is set up as Covius Holdings Inc, dba Walz Group LLC. Vendor invoice requests payments be made out to Covius Document Services, LLC.

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 April 4, 2022

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
\$10,000.00

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
1129984	1/18/2023	527.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
04/04/2022		
1099 AMT.		

PURCHASE ORDER NO. 2022-00002405 ✓

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION RESOLUTION JOURNAL PAGE BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. _____ 10016

PURCHASED FROM:

Covius

INVOICE TO:

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

Kimberly Quinn
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Other Expenses - Other 1001-008-00-901 - Other 10,000.00 DK117878	10,000.0000	\$10,000.00
TOTAL DUE					\$10,000.00

RECEIVED
JAN 17 2023
Gauga 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

FILED
IN COMMON PLEAS COURT

2023 JAN 12 PM 2: 04

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
COVIUS HOLDINGS INC

NOT
FOR
VETTING

) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2023-15

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$527.00 (Five Hundred Twenty Seven Dollars and No Cents) from 1001-008-00-901 payable to COVIUS HOLDINGS INC, 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.


TIMOTHY J. GRENDALL, JUDGE

cc 1/12/2023

CC: Fiscal Director

Covius Document Services, LLC

27398 Via Industria
Temecula, CA 92590
(303) 226-8135 (Phone)
FEIN: 47-1728591 ✓
Email: ar@covius.com



Invoice Num: DK117878 ✓

Doc Date: 12/27/2022

Terms: Net 30

Bill To:

Geauga County Prob/Juv
Court
Attn: Shawna Myers
231 Main Street, Suite 200
Chardon, OH 44024-1235
United States of America

Ship To:

Geauga County Prob/Juv Court
231 Main Street, Suite 200
Chardon, OH 44024-1235
United States of America

Client Num: WGLLC_00-
2001475

Payment Term	Due Date
Net 30	01/26/2023

Description	Quantity	Unit Price	Amount
1-UP LASER MAILER FORM - BARCODED	500	\$0.95	\$475.00
Imprint Fee	1	\$52.00	\$52.00

Non Pre-paid - DKEMAIL

Remit To:

Covius Document Services, LLC
✓ PO Box 469089
✓ Glendale, CO 80246

Wiring Instructions:

Covius Document Services, LLC
Bank Name: Wells Fargo Bank, N.A.
Account #: 7910180277
Routing #: 122000247

Total:	\$527.00
Sales Tax:	\$0.00
Total Due:	\$527.00

3M ✓

Notice of Late Payment Charges

Any amounts not paid by the due date may be eligible to bear interest from the due date at the rate of 1% per month or the highest rate of interest permitted by law, whichever is lower. If Customer late payment terms are outlined in the contract and/or service agreement, that specified late fee structure will apply instead, including exemptions from late fees.