



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **01/06/2023**

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

From: Auditor's Office Fiscal Department

SUBJECT: **Batch #2023-0072 – Western Reserve Office Supply \$385.10**

<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 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


AUDITORS CERTIFICATION OF FUNDS
O.R.C. 6705.41D

Geauga County, Chardon, Ohio January 3, 2022
I HEREBY CERTIFY that the money required to meet the foregoing
contract, agreement, or obligation in the sum of

\$8,000.00

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
1129103	1/9/2023	385.10
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2022		
1099 AMT.		



PURCHASE ORDER NO. 2022-00001272

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION

RESOLUTION

JOURNAL

PAGE

BUDGET APPROVAL - ENCUMB. _____ VOUCHER _____

VENDOR I.D. NO. 4817

PURCHASED FROM:

Western Reserve Office Supply

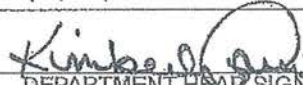
INVOICE TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT - JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024



DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Materials & Supplies - Materials & Supplies 1001-000-90-701 - Materials and Supplies 8,000.00 429185 & 97	8,000.0000	\$8,000.00
TOTAL DUE					\$8,000.00

RECEIVED

JAN 05 2023

Geauga 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 -5 PM 1:47

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
WESTERN RESERVE OFFICE SUPPLY

NOT
FOR
VETTING


) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2023-7

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$385.10 (Three Hundred Eighty Five Dollars and Ten 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.


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

INVOICE 429197✓

INVOICE DATE: DEC 09 2022

SHIP TO:
Casa for Kids
470 Center St #5C
Chardon OH 44024

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Patty	Our truck	12/09/22	Net 30

[illegible]

Make all checks payable to WESTERN RESERVE OFFICE SUPPLY.
If you have any questions concerning this invoice, contact: 440-285-2256
THANK YOU FOR YOUR BUSINESS!

WESTERN RESERVE OFFICE SUPPLY

P.O.BOX 167

CHARDON OH 44024

440-285-2256

customerservice@WesternReserveOfficeSupply.com

INVOICE 429185

INVOICE DATE: DEC 07 2022

TO:

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

SHIP TO:

same

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Shawna Myers	Our truck	12/07/22	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
10	✓	UNV40115 round labels, .75" green		6.54	65.40
2	✓	UNV44104 catalog envelope, white 9x12,250bx		76.49	152.98
2	✓	UNV15541 ballpoint pen, retractable, blue,med,dz		8.66	17.32
2	✓	SMD13043 file folders, letter, purple,100bx		38.99	77.98
4	✓	SMD10502 file folders, letter, green poly, 24bx		29.11	116.44
1	✓	SMD12043 file folders, letter, blue 100bx		38.99	38.99
1	✓	SMD12943 file folders, letter, yellow 100bx		38.99	38.99
1	✓	SMD51920 poly out guide, 2pocket letter red 50bx		152.87	152.87
2	✓	UNV81004 paper fastener, 2prong, 2", silver 100bx		16.31	32.62
1	✓	UNV72210 paper clips, #1, 1000bx		6.99	6.99
1	✓	UNV08855 highlighters, fl pink, dz		9.68	9.68
1	✓	UNV08851 highlighters, fl yellow, dz		9.68	9.68
1	✓	UNV08854 highlighters, fl blue, dz		9.68	9.68
2	✓	WAU22551 color paper, letter, reentry red rm		24.47	48.94
2	✓	WAU22671 color paper, letter, planetary purple rm		24.47	48.94
1	✓	XST22112 refill ink for Xstamper, black		4.68	4.68
12	✓	UNV20746 d-ring binder, letter, 2" white		17.33	207.96
1	✓	UNV08852 highlighters, fl green, dz		9.68.	9.68
This order is tax exempt. Thank you for your order.				TOTAL DUE	\$1049.82

This order is tax exempt. Thank you for your order.

Probate = 304.86