



Auditor
Charles E. Walder
Chief Fiscal Officer

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**

Deluxe Small Business \$446.03

<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. Invoice number referenced in New World is 55434; invoice number on vendor invoice is 02052501966.

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

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

DELUXE SMALL BUSINESS SALES

NOT
FOR
VETTING

) JUDGE TIMOTHY J. GRENDALL

)

)

) PROPER ADMINISTRATIVE ORDER

) 2023-14

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$446.03 (Four Hundred Forty Six Dollars and Three Cents) from 1001-008-00-901 payable to DELUXE SMALL BUSINESS SALES, 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

KE 1/12/2023

CC: Fiscal Director

deluxe.

DELUXE
P.O. BOX 4656
CAROL STREAM, IL 60197-4656

Priority
Service
Code

KT044

Invoice

SALES & CUSTOMER SERVICE
800-328-0304
ONLINE: deluxe.com/shop

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ATTN SHAWNA MYERS
GEAUGA COUNTY JUVENILE COURT
231 MAIN ST #200
CHARDON OH 44024

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T
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ATTN SHAWNA MYERS
GEAUGA COUNTY PROBATE COURT
231 MAIN ST STE 200
CHARDON OH 44024

Terms - net 15 days, \$30 late fee, subject to applicable law
All sales are subject to the terms of sale enclosed
This Invoice is Tax Exempt

CUSTOMER NAME
GEAUGA COUNTY PROBATE COURT

AUTHORIZED NAME	CUSTOMER ID	ORDER NUMBER	PO NUMBER	INVOICE NUMBER	INVOICE DATE
SHAWNA MYERS	994061-851215	2052501966		02052501966	11/04/2022
QUANTITY SHIPPED	SHIP DATE	SHIPPED VIA	ITEM NUMBER	DESCRIPTION	AMOUNT DUE
1000	11/03/2022	FRT	SSLM260-1	DELUXE HSLC MID M/P CHECK	456.99
1000	11/03/2022			EZSHIELD PLUS	50.50
1	11/03/2022			INVOICE PROCESSING FEE	2.99
				SUBTOTAL	510.48
				SHIPPING & PROCESSING	26.95
				TOTAL	537.43
				PAYMENTS & ADJUSTMENTS	-91.40
				LATE FEE	-30.00
				INVOICE REPRINT DATE: 01/11/2023	
For W9 request, send an email to: w9_compliancerequests@deluxe.com THANK YOU FOR YOUR ORDER					BALANCE DUE 476.03

To be
waived

446.03

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

deluxe.

GEAUGA COUNTY JUVENILE COURT
231 MAIN ST #200
CHARDON OH 44024

Order Number	Due Date
2052501966	11/19/2022
Customer Number	Amount Due
994061-851215	\$476.03

DELUXE
P.O. BOX 4656
CAROL STREAM, IL 60197-4656

Pay online at
paydeluxeforbusiness.com to authorize
payment via a debit to your checking
account or credit card for a nominal fee.

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