

## Auditor Charles E. Walder

Chief Fiscal Officer

## **Return Voucher Form**

Date: 02/01/2023

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00000303 Western Reserve Office Supply \$36.95

Dept. Head Signature Missing on Cover	Incorrect Vendor Numbers (s)
Incorrect Account Number	Incorrect/No Encumbrance No.
Incorrect Remit Address	Incorrect Voucher Amount
Insufficient Cash Balance Available	Incorrect G/L Date
Batch not Approved in New World	Expense Precede Encumbrance
Insufficient Balance Available on PO	Remit Copy Missing
Missing Original Invoice/Supporting Documents  Missing "OK to Pay" Initials/Signature	Due Date Deadline Missed  X 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

## AUDITORS CERTIFICATION OF FUNDS O.R.C. 5705.41D

Geauga County, Chardon, Ohio January 3, 2023 I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of

\$12,000.00
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.

OLIA DI EO	E MALDED				
	E. WALDER UNTY AUDITOR	GEAUGA CO. BOARD SESSION	OF COMMISSIO	NERS:	
		RESOLUTION			
		JOURNAL			
by GEAUGA COUNTY FEDERAL I.D. NO	, Deputy Auditor	PAGE BUDGET APPROVAL	ENGLIMAD	VOLICHER	
SALES AND USED TAX EXEMPTION	- POLITICAL SUBDIVISION	BUDGETAPPROVAL	- ENCOMB	VOUCHER	
	STATE OF OHIO	VENDOR I.D. NO.	48	17	
FOR AUDITORS USE ONLY	Date:	PURCHASED FROM:			
Then and Now Certficate:		T ORGIN COLD TITOM			
Warrant Received by:		Western R	eserve Office	Supply	
Date:				100	
SHIP TO:		INVOICE TO:			
GEAUGA COUNTY		GEAUGA COUNTY			
PROBATE / JUVENILE COU	RT -JUDGE GRENDELL	PROBATE / JUVENILI	E COURT -JUDG	E GRENDELL	
231 MAIN STREET SUITE 2		231 MAIN STREET SUITE 2			
CHARDON, OH 44024		CHARDON, OH 44024			
	H(() - ()   ()	1/21			
		Vinbe	will auil	1934	
		DEPARTME	ENT HEAD SIGNA	ATURE	
QUANTITY UNIT FUN	D DESCRIPTION		UNIT COST	TOTAL COST	
1.0000 Each	Materials & Supplies - Materials & S	upplies	12,000.0000	\$12,000.00	
1001	1001-007-02-701 - Materials and 5	Supplies 12,000.00			
	I		1		
	429	257			
			RECE	IVED	
	1			4 2023	
			FEB	1 2023	
	1			a. dibor	
			Geauga C	ounty Auditor	
			3.0		

WARRANT NO. VOUCHER DATE VOUCHER AMOUNT

dr.

Cr.

TOTAL DUE

\$12,000.00

2/6/2023

**ADJUSTMENT** 

PURCHASE ORDER NO. 2023-00001341

P.O. DATE

1099 AMT.

01/03/2023

\$ 36.95

ACCOUNT NO.

Presented by Court as a courtesy only, NOT statutorily required

See State ex rel. Grendell v. Wolder, Slip Opinion No. 2022-Ohio-204 IN THE COURT OF COMMON PLEAS JUVENILE DIVISION GEAUGA COUNTY, OHIO

AM 10: 04

) JUDGE TIMOTHY

) PROPER ADMINISTRATIVE ORDER

JUVENILE COURT EXPENDITURES

IN RE:

2023-70

WESTERN RESERVE OFFICE SUPPLY

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 \$36.95 (Thirty Six Dollars and Ninety Five 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.

CC: Fiscal Director

## **WESTERN RESERVE OFFICE SUPPLY**

P.O.BOX 167
CHARDON OH 44024
440-285-2256
customerservice@WesternReserveOfficeSupply.com

INVOICE 429257

INVOICE DATE: JAN 12 2023

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	01/012/23	01/012/23 Net 30	
QUANTITY		DESCRIPTION		UNIT PRICE TOTAL		
1	SPECIAL ORDER Xstamper P14, blue			36.95 36.9		
	KAYLA M LAUGHLIN	, NOTARY			V	
			######################################			
			***************************************			
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		1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -				

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

TOTAL DUE

\$36.95

