



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

**Return Voucher Form**

Date: 06/16/2023

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00001386**

**Western Reserve Office Supply \$197.53**

<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 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](mailto: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  
\$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
	06/12/2023	\$ 197.53 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023		
1099 AMT.	dr.	
	cr.	

PURCHASE ORDER NO. 2023-00001365 ✓

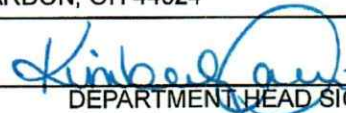
GEAUGA CO. BOARD OF COMMISSIONERS:	
SESSION _____	
RESOLUTION _____	
JOURNAL _____	
PAGE _____	
BUDGET APPROVAL - ENCUMB _____	VOUCHER _____

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 1001-008-00-701 - Materials and Supplies 8,000.00	8,000.0000	\$8,000.00
			429496		
				<b>RECEIVED</b> JUN 08 2023 Gauga County Auditor	
TOTAL DUE					\$8,000.00

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  
COMMON PLEAS COURT

2023 JUN -8 PM 2: 00

**NOT  
FOR  
VETTING**

PROBATE-JUVENILE  
DIVISION  
LEGRENDELL, OHIO

IN RE:

PROBATE COURT  
EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) **PROPER ADMINISTRATIVE ORDER**  
) **2023-147**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$197.53 (One Hundred Ninety Seven Dollars and Fifty Three 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* *u 6/8/2023*

TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director



**INVOICE 429496**

CHARDON OH 44024

440-285-2256

customerservice@WesternReserveOfficeSupply.com

INVOICE DATE: MAY 25 2023 ✓

SHIP TO:

same

231 Main Street #200

Chardon OH 44024

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Justine Prall	Our truck	05/25/23	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
2	UNV20630 legal pads, letter, white, dz			26.99	53.98
2	SWI37201 heavy duty staple remover, chrome			19.34	38.68
1	UNV35688 note pads, 3x3, yellow 18pk			9.99	29.97
2	UNV35662 note pads, 1x2, yellow, dz			4.99	9.98
1	OXF40279 ruled index cards, 3x5, asst, 100pk			6.26	6.26
1	UNV72220BX paper clips, jumbo, 100bx			1.49	1.49
1	OFF82035 file folders, 1/3, letter manila, 100bx			21.39	21.39
1	UNV00700VP staple remover, blk 3pk			2.59	2.59
2	AVE5407 color coding labels, round, asst, 50sh			12.03	24.06
1	SMD89540 interoffice envelopes, string, ltr, clear, 5pk			9.13	9.13
				TOTAL DUE	\$197.53
This order is tax exempt. Thank you for your order.					

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

**\$197.53**