



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **8/11/2023**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch #2023-1904

Office Depot Inc \$13.35

<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

FILED
IN COMMON PLEAS COURT

2023 AUG -9 AM 10:25

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT
EXPENDITURES
OFFICE DEPOT INC

**NOT
FOR
VETTING**

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) 2023-301

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 \$13.35 (Thirteen Dollars and Thirty Five Cents) from 1001-007-02-701 payable to OFFICE DEPOT INC, for materials & 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.


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

**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.

**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
	08/14/2023	\$ 13.35
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2023-00001341 ✓

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION

RESOLUTION

JOURNAL

PAGE

BUDGET APPROVAL - ENCUMB _____ VOUCHER _____

VENDOR I.D. NO. 48433

PURCHASED FROM:

Office Depot

INVOICE TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

Kimberly Qui
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Materials & Supplies - Materials & Supplies 1001-007-02-701 - Materials and Supplies 12,000.00	12,000.0000	\$12,000.00
			323867043001		
				TOTAL DUE	\$12,000.00

RECEIVED

AUG 09 2023

Gaugua 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



ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

Contact Number For:

Account Inquiries: (888) 263-3423

Order Inquiries: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
323867043001 ✓	\$13.35 ✓	1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
07/24/2023	Net 30	08/27/2023

Federal ID # 86-2161688

Bill To: ATTN: ACCTS PAYABLE
GEAUGA CNTY PROBATE JUVY CRT
231 MAIN ST
2ND FLOOR SUITE 200
CHARDON OH 44024-1263
██

Ship To : GEAUGA CNTY PROBATE JUVY CRT
231 MAIN ST
2ND FLOOR SUITE 200
CHARDON OH 44024-1263

ACCOUNT NUMBER		ACCOUNT MANAGER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
19649432				231MAINST		323867043001		07/21/2023 ✓		07/24/2023	
BILLING ID	PURCHASE ORDER		RELEASE		ORDERED BY		DESKTOP		COST CENTER		
24537205					KIMBERLY LAURIE						
CATALOG ITEM # / MANUF CODE		DESCRIPTION / CUSTOMER ITEM #			U/M TAX	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE		EXTENDED PRICE
232986 S232986		FOLDERS,FILE,6/PK,ASSORTED 232986			PK	2	2	0	1.680		3.36

	SUB-TOTAL	3.36
	DISCOUNT	0.00
	DELIVERY	9.99
	MISCELLANEOUS	0.00
	SALES TAX	0.00
ALL AMOUNTS ARE BASED ON USD CURRENCY	TOTAL	\$13.35 ✓

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

▲ DETACH HERE ▲

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT
GEAUGA CNTY PROB ATE JUVY CRT	24537205	323867043001	07/24/2023	\$13.35

AMOUNT ENCLOSED

FL0 245372057 3238670430019 00000001335 1 0

PLEASE
SEND YOUR
CHECK TO:

ODP Business Solutions, LLC
PO BOX 633301 ✓
CINCINNATI OH 45263-3301

PLEASE RETURN THIS STUB WITH YOUR PAYMENT TO
ENSURE PROMPT CREDIT TO YOUR ACCOUNT.

PLEASE DO NOT STAPLE OR FOLD. THANK YOU