



**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**

**Western Reserve Office Supply \$152.52**

<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](mailto:auditor@co.geauga.oh.us)

FILED  
IN COMMON PLEAS COURT

2023 AUG -9 AM 10:26

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO  
IN RE:

JUVENILE COURT  
EXPENDITURES  
WESTERN RESERVE OFFICE SUPPLY

**NOT  
FOR  
VETTING**

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-302

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 \$152.52 (One Hundred Fifty Two Dollars and Fifty Two Cents) from 1001-007-02-701 payable to WESTERN RESERVE OFFICE SUPPLY, 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	\$ 152.52 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023		
1099 AMT.	dr.	
	cr.	

PURCHASE ORDER NO. 2023-00001341 ✓

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

*Kimberly*  
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
			429562		
TOTAL DUE					\$12,000.00

**RECEIVED**  
AUG 09 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

**WESTERN RESERVE OFFICE SUPPLY**

P.O.BOX 167

CHARDON OH 44024 ✓

440-285-2256

customerservice@WesternReserveOfficeSupply.com

**INVOICE 429562 ✓**

INVOICE DATE: JULY 13 2023 ✓

**TO:**

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

**SHIP TO:**

Casa for Kids BONNIE GLAVIC  
470 Center St #5C  
Chardon OH 44024

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West	Bonnie	J Prall	Our truck	07/13/23	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	UNV11204 copy paper, letter, Pink, ream	12.99	25.98
2	UNV11202 copy paper, letter, Blue, ream	12.99	25.98
2	UNV35264 clasp envelope, 9x12, kraft, 100bx	22.99	45.98
2	UNV10210VP binder clip, med, 36pk	6.31	12.62
1	AVT75604 badge holders, clear, 3x5, 50pk	15.59	15.59
6	AVE11109 big tab dividers, 5tab, letter,asst, set	1.62	9.72
3	MMM686AALYR angled tabs, 1/5 cut, asst, 24pk	5.55	16.65

SUBTOTAL \$152.52

SALES TAX 0

TOTAL DUE \$152.52 ✓

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!

