



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **08/17/2023**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00001963

Western Reserve Office Supply \$256.76

<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

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
	08/21/2023	\$ 256.76 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2023-00001341 ✓

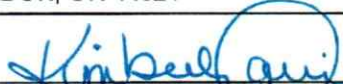
GEAUGA CO. BOARD OF COMMISSIONERS: SESSION RESOLUTION JOURNAL PAGE BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 4817

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 1001-007-02-701 - Materials and Supplies 12,000.00 429604	12,000.0000	\$12,000.00
TOTAL DUE					\$12,000.00

RECEIVED
AUG 17 2023
Gauga 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

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

FILED
IN COMMON PLEAS COURT

2023 AUG 15 PM 3:13

PROBATE/JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT

EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL

)

)

) PROPER ADMINISTRATIVE ORDER

) 2023-320

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 \$256.76 (Two Hundred Fifty Six Dollars and Seventy Six 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.

NOT
FOR
VETTING


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

INVOICE 429604

customerservice@WesternReserveOfficeSupply.com

INVOICE DATE: AUG 11 2023

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

same

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Justine Prall	Our truck	08/11/23	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
5	UBC65871 207 gel impact pen, bold, blue, each			4.05	✓ 20.25 ✓
1	PAP8410152 flair pens, med, blue, dz			✓ 29.99	✓ 29.99 ✓
1	UNV72230 paper clips, #1 nonskid 100ok			10.08	✓ 10.08 ✓
3	UNV24200RM copy paper, legal, white ream			16.99	✓ 50.97 ✓
3	UNV18103 top tab folders, asst, letter, ¾" exp 250bx			34.23	✓ 102.69 ✓
2	AVE30632 labels, white .66x3.44, 50sh/bx			21.39	✓ 42.78 ✓
	ON BACKORDER				
3	UNV20630 legal pads, letter, white, dz			26.99	
1	UNV15541 ballpoint pen, grip, retract, med, blue , dz			8.44	
This order is tax exempt. Thank you for your order.				TOTAL DUE	\$256.76 ✓