



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

**Return Voucher Form**

Date: 10/23/2023

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00002557**

**Western Reserve Office Supply \$290.00**

<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 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)





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

FILED  
IN COMMON PLEAS COURT

2023 OCT 19 PM 12:45

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

NOT  
FOR  
VETTING

IN RE:

PROBATE COURT  
EXPENDITURES  
WESTERN RESERVE OFFICE SUPPLY


) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-226

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$290.00 (Two Hundred Ninety Dollars and No Cents) from 1001-008-00-701 payable to WESTERN RESERVE OFFICE SUPPLY, for materials & 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, JUDGE

✓ 10/19/2023

CC: Fiscal Director

**WESTERN RESERVE OFFICE SUPPLY**

**INVOICE 429702**

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

INVOICE DATE: ~~OCT 4 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		Justine Prall	Our truck	10/04/23	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
2	SPECIAL ORDER embossers, long reach desk style			290.00	580.00
	From right side, Ohio seal, PROBATE/JUVENILE				
				<b>TOTAL DUE</b>	<b>\$580.00</b>

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

*Handwritten signature*