



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

**Return Voucher Form**

Date: **11/14/23**

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

From: Auditor's Office Fiscal Department

SUBJECT: **Batch #2023-2766**      **Heidi Landis \$222.17**

<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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 September 26, 2023

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of

\$825.00

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
	11/13/2023	\$ 222.17
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
09/26/2023	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2023-00003453

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION \_\_\_\_\_

RESOLUTION \_\_\_\_\_

JOURNAL \_\_\_\_\_

PAGE \_\_\_\_\_

BUDGET APPROVAL - ENCUMB \_\_\_\_\_ VOUCHER \_\_\_\_\_

VENDOR I.D. NO.

13837

PURCHASED FROM:

Heidi Landis

INVOICE TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

*[Signature]*  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	TRAVEL - 2023 Probate Clerks Conference 1001-008-00-902 - Travel 825.00	825.0000	\$825.00
			Miles and Meals - HL		
				TOTAL DUE	\$825.00

**RECEIVED**

NOV 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



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

NOV 18 2023  
GEAUGA COUNTY  
PROBATE/JUVENILE COURT

IN RE:

PROBATE COURT  
EXPENDITURES  
LANDIS, HEIDI

NOT  
FOR  
VETTING

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-235

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$222.17 (Two Hundred Twenty Two Dollars and Seventeen Cents) from 1001-008-00-902 payable to LANDIS, HEIDI, for 2023 Probate Clerks Conference travel expenses, 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

11/18/2023

CC: Fiscal Director

# Travel Expense Request

Auditor's Number:

**2023-3453**Date: September 26, 2023Department: ProbateConvention, Meeting, Etc.: 2023 Probate Clerks ConferenceLocation: Dublin, OHReason: conferenceDates of Travel: October 22-23, 2023Dates of Event: October 23, 2023Employees Attending: Heidi Landis & Andrea Garrabrant

(List Names)

Account: 1001-008-00-902 Travel**Estimated Expenses:**

Hotel	\$250.00 ✓
Food	\$50.00 ✓
Mileage	\$225.00 ✓
Registration	\$250.00 ✓
Other	\$50.00 ✓
<b>Total</b>	<b>\$825.00</b>

Dept Head Approval: I affirm that this expense request is being submitted within the limits and provisions of the County Travel Policy.

Department Head Signature: *Kimberly*Date: September 22, 2023

AUDITOR'S CERTIFICATE OF FUNDS (ORC 5705.41D)  
I hereby certify that the money required to meet the foregoing contract, agreement or obligation, in the sum of \$ 825 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-008-00-902 fund, free from any previous encumbrances.

By: *Evelyn Geib*

Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 9/26/2023 23-159, Journal No. 95

Original: Above Department

Copy: Auditor

Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

**Actual Expenses:**

Hotel		Departure Date	
Food	\$ 9.95		
Mileage	\$ 212.22	Departure Time	
		am / pm	
Registration		Return Date	
Other			
<b>Total</b>	<b>\$ 222.17</b>	Return Time	
		am / pm	

Original receipts must be attached to this statement. Any extraordinary expense must be explained on this form.

I hereby certify the actual expenses to be correct:

Signature: *John H. Trall*Title: Office ManagerApproved by: *Kimberly*

Partial Payment



Final Payment



Revised 08/20/08

Original and 2 copies required

DEPARTMENT Probate

# TRAVELLER'S CERTIFICATE

ORIGINAL RECEIPTS MUST BE ATTACHED

\$ 212.22	C
\$ 222.17	

Department Head Signature

Revised 01/05/2023 RHL

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Subway#50981-0 Phone 419-281-4150  
1007 Sugarbush Drive  
Ashland, Ohio, 44805  
Served by: 7/10/22/2023 7:15:52 pm  
Term ID-Trans# 1/A-391549

Qty	Size	Item	Price
1	6"	ItalianMeats Sub	6.49
1		-Fresh Value Meal (20/21-	3.29
		-Small Fountain 20oz	
		-Chips	

Sub Total	9.78
Taxable Amount	2.47
Sales Tax (7%)	0.17
Total (Take Out)	9.95 ✓
Credit Card	9.95
Change	0.00