

Auditor Charles E. Walder

Chief Fiscal Officer

Return Voucher Form

Date: 11/27/2023

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00002805 Western Reserve Office Supply \$148.87

Dept. Head Signature Missing on Cover	Incorrect Vendor Numbers (s)
Incorrect Account Number	Incorrect/No Encumbrance No.
Incorrect Remit Address	Incorrect Voucher Amount
Insufficient Cash Balance Available	Incorrect G/L Date
Batch not Approved in New World	Expense Precede Encumbrance
Insufficient Balance Available on PO	Remit Copy Missing
Missing Original Invoice/Supporting Documents	Due Date Deadline Missed
Missing "OK to Pay" Initials/Signature	X 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

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 \$8,000.00

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

SEAUGA COUNTY FEDERAL I.D. NO. 34 CALES AND USED TAX EXEMPTION - P STA	OLITICAL SUBDIVISION TE OF OHIO
FOR AUDITORS USE ONLY Then and Now Certficate: Warrant Received by: Date:	
SHIP TO:	
GEAUGA COUNTY	
PROBATE / JUVENILE COURT	-JUDGE GRENDELL
231 MAIN STREET SUITE 2	
CHARDON, OH 44024	

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	11/27/2023	\$ 148.87
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023	dr	
1099 AMT.	cr	
PURCHASE OR	DER NO. 2023-000	01365

GEAUGA CO. BOARD OF COMMI	SSIONERS:
SESSION	
RESOLUTION	
JOURNAL	
PAGE	
BUDGET APPROVAL - ENCUMB_	VOUCHER
VENDOR LD NO	4817

VENDOR I.D. NO. PURCHASED FROM:

Western Reserve Office Supply

INVOICE TO: GEAUGA COUNTY PROBATE / JUVENILE COURT -JUDGE GRENDELL

231 MAIN STREET SUITE 2 CHARDON, OH 44024

DEPARTMENT HEAD SIGNATURE

QUANTITY 1.0000	ACCRECATE VALUE OF THE PARTY OF	FUND 1001	DESCRIPTION Materials & Supplies - Materials & Supplies 1001-008-00-701 - Materials and Supplies 8,000.00	UNIT COST 8,000.0000	TOTAL COST \$8,000.00
			429776	RECEN 2	2023 ounty Auditor
				Geauga C	ounty Auditor
				TOTAL DUE	\$8,000.00

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 PLEASTILED PROBATE DIVISION GEAUGA COUNTY, OHIO 21 PM 2: 01

IN RE:) JUDGE TIMOTHW IS GRENDELL) OHIO	
PROBATE COURT EXPENDITURES WESTERN RESERVE OFFICE SUPPLY)) PROPER ADMINISTRATIVE ORDER) 2023-250	NOT FOR

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$148.87 (One Hundred Forty Eight Dollars and Eighty Seven 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 GRENDELL, JUDGE

CC: Fiscal Director

INVOICE 429776

WESTERN RESERVE OFFICE SUPPLY

P.O.BOX 167

CHARDON OH 44024

440-285-2256

customerservice@WesternReserveOfficeSupply.com

INVOICE DATE: NOV 16 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	11/623 Net 30		
QUANTITY		DESCRIPTION	Accessors to the second	UNIT PRICE	TOTAL	
1	Pap8420152 Flair pens, red, med, dz			29.99	29.99	
1	UNV28110RM copy	paper, 11x17, white	21.59	21.59		
1	UNV75611 correction	on tape clear, 10pk	✓	18.39	18.39	
1	TOM68720 MONO	TOM68720 MONO correction tape, white 10pk				
2	UNV46065VP moist	ener with adhesive, o	clear, 4pk 🗸	8.73	3 17.46	
2	UNV15541 comfort grip pen retract, med blue dz			8.4	16.88	
3	UBC65874PP pen re	fill, bold, blue, 2pk	✓	4.89	9 14.67	
3						
	ON BACKORDER					
2	PFXM13U13 folders	, 2 fastener, manila,	ltr, 50bx	102.7	1	
			101111-15-1-2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-			
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- Avguing - Again of property						
					6440.07	

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

TOTAL DUE

\$148.87