



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

<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

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

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
	11/27/2023	\$ 148.87
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2023-00001365

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

Kimberly Law
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Materials & Supplies - Materials & Supplies 1001-008-00-701 - Materials and Supplies 8,000.00 429776	8,000.0000	\$8,000.00
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*

RECEIVED
NOV 22 2023
Gaugau County Auditor

COMMON PLEAS COURT
2023 NOV 21 PM 3:01

PROBATE-JUVENILE
JUDGE TIMOTHY J. GRENDALL
DIVISION
GEAUGA COUNTY, OHIO

) PROPER ADMINISTRATIVE ORDER
) 2023-250

) 2023-250

CC: Fiscal Director

WESTERN RESERVE OFFICE SUPPLY

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

INVOICE 429776

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			UNIT PRICE	TOTAL
1	Pap8420152	Flair pens, red, med, dz	✓	29.99	29.99
1	UNV28110RM	copy paper, 11x17, white ream	✓	21.59	21.59
1	UNV75611	correction tape clear, 10pk	✓	18.39	18.39
1	TOM68720	MONO correction tape, white 10pk	✓	29.89	29.89
2	UNV46065VP	moistener with adhesive, clear, 4pk	✓	8.73	17.46
2	UNV15541	comfort grip pen retract, med blue dz	✓	8.44	16.88
3	UBC65874PP	pen refill, bold, blue, 2pk	✓	4.89	14.67
		ON BACKORDER			
2	PFXM13U13	folders, 2 fastener, manila, ltr, 50bx		102.71	

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

TOTAL DUE

\$148.87