



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

**Return Voucher Form**

Date: **11/22/2023**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00002800**

**Western Reserve Office Supply \$73.90**

<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)

**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
	11/27/2023	\$ 73.90
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 _____

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*  
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	12,000.0000	\$12,000.00
			429777		
TOTAL DUE					\$12,000.00

**RECEIVED**  
NOV 22 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

FILED  
IN COMMON PLEAS COURT  
2023 NOV 21 PM 3:01

**NOT  
FOR  
VETTING**

) JUDGE TIMOTHY J. GRENDALL  
DIVISION  
GAUGA COUNTY, OHIO

) PROPER ADMINISTRATIVE ORDER  
) 2023-433

  
TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director



# WESTERN RESERVE OFFICE SUPPLY

P.O.BOX 167

CHARDON OH 44024

440-285-2256

customerservice@WesternReserveOfficeSupply.com

## INVOICE 429777

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	SPECIAL ORDER Xtamper P14 stamp, Blue LAPLANTE ✓			36.95	36.95
1	SPECIAL ORDER Xtamper P14 stamp, red COPY PROHIBITED ✓			36.95	36.95
	ON BACKORDER				
2	PFXM13U13 folders, 2 fastener, manila, ltr, 50bx			102.71	

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

TOTAL DUE

✓ \$73.90