



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 01/23/24

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-00000191

Covius \$982.32

<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 cove or invoice. No copy of mailer provided.

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
	01/22/2024	\$ 982.32 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023		
1099 AMT.		

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. _____ 10016

PURCHASED FROM:

Covius

INVOICE TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

Kimber 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	8,000.0000	\$8,000.00
			DK120146		
TOTAL DUE					\$8,000.00

RECEIVED
JAN 19 2024
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

FILED
IN COMMON PLEAS COURT

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

2024 JAN 18 PM 4:35

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
COVIUS HOLDINGS INC

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2024-4**

**NOT
FOR
VETTING**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$982.32 (Nine Hundred Eighty Two Dollars and Thirty Two Cents) from 1001-008-00-701 payable to COVIUS HOLDINGS INC, for materials and 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

cc 1/18/2024

CC: Fiscal Director

Walz Postal
A Covius Solution
27398 Via Industria
Temecula, CA 92590
(303) 226-8135 (Phone)
FEIN: 47-1728591
Email: ar@covius.com



Invoice Num: DK120146
Doc Date: 09/20/2023
Terms: Net 30

Bill To:
Geauga County Prob/Juv Court
Attn: Justine Prall
231 Main Street, 2nd Floor
Chardon, OH 44024-1235
United States of America

Ship To:
Geauga County Prob/Juv Court
231 Main Street, 2nd Floor
Chardon, OH 44024-1235
United States of America

Client Num: WGLLC_00-2001475

Payment Term	Due Date
Net 30	10/20/2023

Description	Quantity	Unit Price	Amount
1-UP LASER MAILER FORM - BARCODED	1,000	\$0.86	\$860.00
Freight - Walz Certified Mail Automation	1	\$60.32	\$60.32
Imprint Fee	1	\$62.00	\$62.00

Non Pre-paid - jprall@geaugapjcourt.org

Remit To:
Covius Document Services, LLC
PO Box 469089
Glendale, CO 80246

Electronic Payment Instructions:
Covius Document Services, LLC
Bank Name: Wells Fargo Bank, N.A.
Account #: 7910180277
Routing #: 121000248(Wire)
121042882 (ACH)

Total:	\$982.32
Sales Tax:	\$0.00
Total Due:	\$982.32

Handwritten signature and checkmark over the Total Due amount.

Notice of Late Payment Charges

Any amounts not paid by the due date may be eligible to bear interest from the due date at the rate of 1% per month or the highest rate of interest permitted by law, whichever is lower. If Customer late payment terms are outlined in the contract and/or service agreement, that specified late fee structure will apply instead, including exemptions from late fees.