



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **1/24/24**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch #2024-0254 Western Reserve Office Supply \$76.00

<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 voucher cover or invoice. No proof provided of customized item purchased.

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, 2024

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

\$9,000.00

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
	01/29/2024	\$ 76.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2024	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2024-00001419 ✓

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



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 9,000 00 429867	9,000 0000	\$9,000.00
TOTAL DUE					\$9,000.00

Presented by Court as a
courtesy only,
NOT statutorily required

See State ex rel. Grendell v. Walder,
Slip Opinion No. 2022-Ohio-204

RECEIVED
JAN 23 2024
Gauga County Auditor

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

FILED
IN COMMON PLEAS COURT

2024 JAN 23 PM 3:02

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL

)

)

) PROPER ADMINISTRATIVE ORDER

) 2024-36

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 \$76.00 (Seventy Six Dollars and No Cents) from 1001-008-00-701 payable to WESTERN RESERVE OFFICE SUPPLY, 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

TIMOTHY J. GRENDALL, JUDGE

u1/23/2024

CC: Fiscal Director

P.O.BOX 167 ✓

440-285-2256

INVOICE 429867

INVOICE DATE: ~~JAN 11 2024~~

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	01/11/24	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
2	SPECIAL ORDER business cards printed, white/blk			38.00	76.00
	MYERS, LAURIE				

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

TOTAL DUE

\$76.00