

# Auditor Charles E. Walder

Chief Fiscal Officer

#### **Return Voucher Form**

Date: 02/01/2024

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-00000291 ODP Business Solutions \$639.48

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

by GEAUGA COUNTY FEDERAL I.D. NO. 34 SALES AND USED TAX EXEMPTION - P STA		RESOLUTION JOURNAL PAGE BUDGET APPROVAL VENDOR I.D. NO.
FOR AUDITORS USE ONLY	Date:	PURCHASED FROM:
Then and Now Certficate:		
Warrant Received by:		ODP B
Date:		
SHIP TO:		INVOICE TO:
GEAUGA COUNTY		GEAUGA COUNTY
PROBATE / JUVENILE COURT	-JUDGE GRENDELL	PROBATE / JUVENIL
231 MAIN STREET SUITE 2		231 MAIN STREET SI
CHARDON, OH 44024		CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	02/05/2024	\$ 639.48
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023	dr.	
1099 AMT.		
	Cr.	

ESSION ESOLUTION DURNAL AGE		
JDGET APPROVAL	- ENCUMB	VOUCHER
NDOR I.D. NO.	1	3898
RCHASED FROM:		

E COURT -JUDGE GRENDELL UITE 2

DEPARTMENT HEAD SIGNATURE

1.0000 Each	Materials & Supplies - Materials & Supplies	8,000.0000	**************************************
	November 2023		
	Gea	JAN 3 1 2022 uga County aud	Intor
		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 PLEAS COUR PROBATE DIVISION 2024 JAN 3 | AM 10: 19

IN RE:

) JUDGE TIMOTHY J. GRENDELL
)

PROBATE COURT

EXPENDITURES

) PROPER ADMINISTRATIVE ORDER

ODP Business Solutions, LLC
) 2024-40

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$639.48 (Six Hundred Thirty Nine Dollars and Forty Eight Cents) from 1001-008-00-701 payable to ODP Business Solutions, LLC, 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.

CC: Fiscal Director

### REPRINT OF ORIGINAL INVOICE TIONS, LLC

THANKS FOR YOUR ORDER IF YOU HAVE ANY QUESTIONS OR PROBLEMS, JUST CALL US

10-DEC-23

FOR CUSTOMER SERVICE ORDER: (888) 263-3423 : (800) 721-6592

FOR ACCOUNT INQUIRIES

AMOUNT DUE PAGE NUMBER INVOICE NUMBER 1 OF 1 616.70 **TERMS** PAYMENT DUE

Federal ID # 86-2161688

Bill To:

ATTN: ACCTS PAYABLE

GEAUGA CNTY PROBATE JUVY CRT

231 MAIN ST

2ND FLOOR SUITE 200 CHARDON OH 44024-1263 بالمطابا الماساليا المساللين الماسال

Ship To:

336286268001

INVOICE DATE

10-NOV-23

GEAUGA CNTY PROBATE JUVY CRT

231 MAIN ST

2ND FLOOR SUITE 200 CHARDON OH 44024-1263

Net 30

19649432	BER	Depot, C			MAINST		36286268001		07-N	OV-28	10-NOV-23
BILLING ID	PURCH	ASE ORDER	RELEA	ASE	ORDER	ED BY	DESKTOP			COST C	ENTER
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To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

▲ DETACH HERE ▲

**CUSTOMER NAME** 

BILLING ID

INVOICE NUMBER

INVOICE DATE

INVOICE AMOUNT

**AMOUNT ENCLOSED** 

**GEAUGA CNTY PROB** 

ATE JUVY CRT

24537205

336286268001

10-NOV-23

616.70

FL0 245372057 3362862680015 00000061670 1 3

PLEASE SEND YOUR CHECK TO:

ODP Business Solutions, LLC PO BOX 633301 CINCINNATI OH 45263-3301

PLEASE RETURN THIS STUB WITH YOUR PAYMENT TO ENSURE PROMPT CREDIT TO YOUR ACCOUNT.

PLEASE DO NOT STAPLE OR FOLD. THANK YOU

## REPRINT OF ORIGINAL INVOICE

THANKS FOR YOUR ORDER IF YOU HAVE ANY QUESTIONS OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423 FOR ACCOUNT INQUIRIES : (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
338532701001	22.78	1 OF 1
INVOICE DATE	TERMS	PAYMENT DUE
20-NOV-23	Net 30	24-DEC-23

Federal ID # 86-2161688

Bill To:

ATTN: ACCTS PAYABLE

GEAUGA CNTY PROBATE JUVY CRT

231 MAIN ST

2ND FLOOR SUITE 200 CHARDON OH 44024-1263 بالتساليل السائيل السياليات

Ship To:

GEAUGA CNTY PROBATE JUVY CRT

231 MAIN ST

2ND FLOOR SUITE 200 CHARDON OH 44024-1263

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						SUR-TOTA				1270
						SUB-TOTA TIERED DI				12.79
						TIERED DI DELIVERY MISCELLAI	SCOUNT			0.00
ALL AMOUNTS AF						TIERED DI	SCOUNT			9.99

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DETACH HERE A

CUSTOMER NAME

BILLING ID

INVOICE NUMBER

INVOICE DATE

INVOICE AMOUNT

AMOUNT ENCLOSED

GEAUGA CNTY PROB

ATE JUVY CRT

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20-NOV-23

22.78

245372057 3385327010015 00000002278 1 1

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