



**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**

<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)

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

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

FILED  
IN COMMON PLEAS COURT  
2024 JAN 31 AM 10:19

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT  
EXPENDITURES

ODP Business Solutions, LLC

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2024-40

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 \$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.

  
TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

PLEASE DO NOT STAPLE OR FOLD. THANK YOU



REPRINT OF  
ORIGINAL INVOICE

10000

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  
██

**Ship To:** GEAUGA CNTY PROBATE JUVY CRT  
231 MAIN ST  
2ND FLOOR SUITE 200  
CHARDON OH 44024-1263

ACCOUNT NUMBER		ACCOUNT MANAGER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
19649432		Depot, Office	231MAINST	338532701001	17-NOV-23	20-NOV-23		
BILLING ID	PURCHASE ORDER	RELEASE	ORDERED BY	DESKTOP	COST CENTER			
24537205			KIMBERLY LAURIE					
CATALOG ITEM # / MANUF CODE	DESCRIPTION / CUSTOMER ITEM #		U/M TAX	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	EXTENDED PRICE
807606 KK0240	OD,BOARD,MAG D/E,11X14,W 807606		EA Y	1	1	0	12.790	12.79
				SUB-TOTAL			12.79	
				TIERED DISCOUNT			0.00	
				DELIVERY			9.99	
				MISCELLANEOUS			0.00	
				SALES TAX			0.00	
				TOTAL			22.78	
ALL AMOUNTS ARE BASED ON USD CURRENCY								

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	338532701001	20-NOV-23	22.78	

FL0 245372057 3385327010015 00000002278 1 1

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