



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **2/23/24**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch #2024-1419

Shetler Business Solutions \$638.00

<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. _____

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
	02/26/2024	\$ 638.00
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2024		
1099 AMT.	dr.	
	cr.	

PURCHASE ORDER NO. 2024-00001419

GEAUGA CO. BOARD OF COMMISSIONERS:	
SESSION	
RESOLUTION	
JOURNAL	
PAGE	
BUDGET APPROVAL - ENCUMB	VOUCHER

VENDOR I.D. NO. 40009

PURCHASED FROM:

Shetler Business Solutions

INVOICE TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

Kimberly Ann

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	9,000.0000	\$9,000.00
			27223		
TOTAL DUE					\$9,000.00

RECEIVED

FEB 22 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

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

FILED
IN COMMON PLEAS COURT

2024 FEB 21 PM 4:12

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
LBL LITHOGRAPHERS

**NOT
FOR
VETTING**

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) 2024-73

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$638.00 (Six Hundred Thirty Eight Dollars and No Cents) from 1001-008-00-701 payable to LBL LITHOGRAPHERS, 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

2/21/2024

CC: Fiscal Director

Invoice

Date	Invoice #
1/30/2024	27223

Ship To
G.C. JUVENILE PROBATE-000204 231 MAIN ST. STE. 200 CHARDON, OH 44024

40009

Quantity	Description	Price Each	Amount
	Envelopes with Window	272.00	272.00
	Envelopes without Window	366.00	366.00

		Total	\$638.00
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Phone #	Fax #	Web Site
440-632-0356	440-632-1823	shetlers.com

\$638.00