



**Auditor**  
**Charles E. Walder**  
*Chief Fiscal Officer*

**Return Voucher Form**

Date: **2/23/24**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch #2024-0497**

**Western Reserve Office Supply \$1094.75**

<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)

**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 \$13,000.00 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	\$ 1,094.75 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2024		
1099 AMT.		
	dr.	
	cr.	

PURCHASE ORDER NO. 2024-00001390 ✓

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

*Kimberly Grendell*  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Materials & Supplies - Materials & Supplies 1001-007-02-701 - Materials and Supplies 13,000.00  429913 / 429869	13,000.0000	\$13,000.00
<b>TOTAL DUE</b>					<b>\$13,000.00</b>

**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  
JUVENILE DIVISION  
GEAUGA COUNTY, OHIO

FILED  
IN COMMON PLEAS COURT

2024 FEB 21 PM 4:10

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

**NOT  
FOR  
VETTING**

IN RE:

JUVENILE COURT  
EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) **PROPER ADMINISTRATIVE ORDER**  
) 2024-52

Pursuant to R.C. 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$1,094.75 (One Thousand Ninety Four Dollars and Seventy Five Cents) from 1001-007-02-701 payable to WESTERN RESERVE OFFICE SUPPLY, for materials and supplies, which the Juvenile 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.



*ke 2/21/2024*

TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

WESTERN RESERVE OFFICE SUPPLY

P.O. BOX 167 ✓  
 CHARDON OH 44024  
 440-285-2256

customerservice@WesternReserveOfficeSupply.com

INVOICE ~~429913~~

DATE: FEB ~~14~~ 2024

TO:  
 Geauga County Probate/Juvenile Court  
 231 Main Street #200  
 Chardon OH 44024

SHIP TO:  
 same 4817

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Justine Prall	Our truck	02/14/23	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
1	BICGSM609BE ballpoint pen, value pack, med, blue, 60bx			✓ 15.39	15.39
1	UNV18103 file folders, letter, expand manila, 250bx			✓ 34.23	34.23
1	UNV79000VP standard staples, 5bx/pk			✓ 5.59	5.59
2	QUA44562 catalog envelope 9x12 kraft redi strip 100bx			✓ 39.89	79.78
1	CSC11839GGO folding stool 3 step, gray			✓ 173.39	173.39
10	UNV21200 copy paper, white, letter, 92 brt, 10rm			✓ 64.99	649.90
3	UNV79000 standard staples 5000bx			✓ 1.59	4.77

THANK YOU FOR YOUR BUSINESS.  
 THIS ORDER IS TAX EXEMPT.

**TOTAL DUE** ✓ **\$963.05**

*[Handwritten signature]*

