



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **03/21/24**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-00000765

Western Reserve Office Supply \$3,346.49

<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

**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
\$25,000.00

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 GREDELL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	3/25/2024	\$ 3,346.49 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2023		
1099 AMT.		

PURCHASE ORDER NO. 2023-00001343 ✓

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 GREDELL
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	Other Expenses - Other 1001-007-02-901 - Other 25,000.00	25,000.0000	\$25,000.00
			429844		
TOTAL DUE					\$25,000.00

RECEIVED
MAR 20 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 MAR 20 AM 11:30

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

**NOT
FOR
SETTING**

IN RE:

JUVENILE COURT
EXPENDITURES
WESTERN RESERVE OFFICE SUPPLY

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2024-105**

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 \$3,346.49 (Three Thousand Three Hundred Forty Six Dollars and Forty Nine Cents) from 1001-007-02-901 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.



TIMOTHY J. GRENDALL, JUDGE

W 3/20/24

CC: Fiscal Director

WESTERN RESERVE OFFICE SUPPLY

INVOICE 429844

P.O. BOX 167
 CHARDON OH 44024
 440-285-2256
 customerservice@WesternReserveOfficeSupply.com

INVOICE DATE: DEC 27 2023

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

SHIP TO:
 same

\$ 93.24

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Justine Prall	Our truck	12/27/23	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
1 ✓	ANS69318M rubber latex gloves, 5ml, med, 100bx SUB FOR UNAVAILABLE			18.71	✓ 18.71
3 ✓	REARR1409 screen cleaner et wipes, 75tub			13.13	✓ 39.39
3	TOP7533 ruled writing pads, white, ltr, dz			26.99	✓ 80.97
10 ✓	SOF1501 twistop phone cord detangler, blk			12.87	✓ 128.70
1	MMM17068ES wire hooks, med, metal white, 2pk			5.68	5.68
10	UBC65871 207 gel impact pen, retract, bold, blue ea			4.05	✓ 40.50
2 ✓	UNV35688 note pads, 3x3, yellow 18pk			9.99	19.98
10	UNV21200 copy paper, white, ltr, 92 brt, ct			64.99	✓ 649.90
2 ✓	HOD3640 3 month wall calendar 12x26 2024			19.37	✓ 38.74
1 ✓	HOD1506 desk pad calendar, monthly 18x13, blue 2024			11.31	✓ 11.31
2	XST22112 xstamper refill ink, blk 10ml			4.68	✓ 9.36
15	SMD75174 end tab file pockets, ltr, 5"exp, 10bx			83.19	✓ 1247.85
2 ✓	MIICUR45581RBI alcohol swabs 200bx			4.58	✓ 9.16
2 ✓	PIL45100 jumbo refillable perm marker, broad, blk			4.41	✓ 8.82
1 ✓	SAU21602 clipboard, blue plastic, w/ruler, ltr			8.45	✓ 8.45
2	CNK555564 counter pen chain, blk med SUB FOR UNAVAILABLE			2.28	4.56
1 ✓	VER94712 CD-R disc, 700MB, spindle, white 100pk			37.00	37.00
2	SMD34276 end tab 2 fastener folder, ltr, manila 50bx			139.09	✓ 278.18
2	SMD24250 end tab filder, ltr, manila str tab 100bx			64.99	✓ 129.98
2 only not ✓	VER94178 CD/DVD slim case, asst 50bx			23.00	46.00
3	UNV81004 self adh 2 prong paper fastener, silver 100bx			13.86	one ✓ 41.58

3	PFXM13U13 folders, 2 fastener, manila, ltr, 50bx ✓	102.71	✓ 308.13
5 ✓	UNV40115 labels, removable, green .75 dia, 36sh ✓	7.48	✓ 37.40
2 ✓	FEL75275 plastic part file pocket, ltr, graphite	15.17	✓ 30.34
1 ✓	UNV72220 paper clips, jumbo, 1000pk	11.99	✓ 11.99
1 ✓	CLI48305 exp file, 7 section ltr, blue	7.39	✓ 7.39
6	GLWB50H binding cases, 2 rings, ltr, kraft ✓	31.61	✓ 189.66

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

TOTAL DUE	✓ \$3439.73
	- 93.24 ✓

gmp
 3,346.49 ✓
 K