



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **03/21/24**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-0000764

Western Reserve Office Supply \$388.66

<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, 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
	3/25/2024	\$ 388.66 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2024	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2024-00001419 ✓
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 [Signature]
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 429956	9,000 0000	\$9,000.00
TOTAL DUE					\$9,000.00

RECEIVED
MAR 20 2024
Gaugua 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 MAR 20 AM 11:30

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

**NOT
FOR
VETTING**

) JUDGE TIMOTHY J. GRENDALL

)

)

) **PROPER ADMINISTRATIVE ORDER**

) 2024-93

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$388.66 (Three Hundred Eighty Eight Dollars and Sixty Six Cents) from 1001-008-00-701 payable to WESTERN RESERVE OFFICE SUPPLY, 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

16 3/20/24

CC: Fiscal Director

WESTERN RESERVE OFFICE SUPPLY

INVOICE 429956

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

DATE: MAR 06 2024

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

SHIP TO:
 same

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	DATE	TERMS
P West		Justine Prall	Our truck	03/06/23	Net 30
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
3	UNV40099 peel strip envelopes, 10x13 kraft 100bx			✓ 45.89	✓ 137.67
15	UBC65871 gel pens, retract, bold, blue, each			✓ 4.05	✓ 60.75
4	UBC65874PP pen refills, bold, blue, 2pk			4.89	✓ 19.56
2 *	UNV15541 ballpoint pen, retract med blue, dz <i>received 3/13</i>			8.44	✓ 16.88
1	UNV10200VP binder clips, small 144pk			✓ 9.88	✓ 9.88
3	UNV11112 binder clips w/tub large dz			✓ 4.99	✓ 14.97
1	SWI37201 staple remover, heavy duty chrome			✓ 19.34	✓ 19.34
4	UNV35688 note pads value pack 3x3 yellow 18pk			✓ 9.99	✓ 39.96
2	UNV35662 note pads 1x2, yellow dz			✓ 4.99	✓ 9.98
1	UNV75750 glue stick .74oz clear 4pk			✓ 19.37	✓ 19.37
2	UNV46065VP envelope moistener w/adhesive 4pk			✓ 8.73	✓ 17.46
1	AVE05729 hole reinforcements white 200pk			✓ 2.85	✓ 2.85
1	MMM17053BNVPES hooks, large metal 5# cap 2pk			19.99	✓ 19.99
				TOTAL DUE	\$388.66

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

** did not receive*

ke [unclear]
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