



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

**Return Voucher Form**

Date: 07/03/24

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

From: Auditor's Office Fiscal Department

**SUBJECT:** Batch # 2024-00001631

Western Reserve Office Supply \$48.00

<input type="checkbox"/> Dept. Head Signature Missing on Cover
<input type="checkbox"/> Incorrect Account Number
<input type="checkbox"/> Incorrect Remit Address
<input type="checkbox"/> Insufficient Cash Balance Available
<input type="checkbox"/> Batch not Approved in New World
<input type="checkbox"/> Insufficient Balance Available on PO
<input type="checkbox"/> Missing Original Invoice/Supporting Documents
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature

<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Due Date Deadline Missed
<input 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 ID 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
	7/8/2024	\$ 48.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2024	dr	
1099 AMT.	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 Jones*  
 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 ✓ 430099	13,000.0000	\$13,000.00
<b>TOTAL DUE</b>					<b>\$13,000.00</b>

JUL 02 2024

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  
COMMON PLEAS COURT  
2024 JUL -2 PM 12:12  
PROBATE/JUVENILE COURT

IN RE:

JUVENILE COURT  
EXPENDITURES

WESTERN RESERVE OFFICE SUPPLY

**NOT  
FOR  
VETTING**

) JUDGE TIMOTHY J. GRENDALL  
)

) **PROPER ADMINISTRATIVE ORDER**  
) **2024-223**

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 \$48.00 (Forty Eight Dollars and No 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.

*cc 7/2/2024*  
\_\_\_\_\_  
TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

✓ **WESTERN RESERVE OFFICE SUPPLY**

**INVOICE 430099 ✓**

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

INVOICE DATE: JUNE 19 2024

**TO:**  
 Geauga County Probate 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	06/19/24	Net 30
QUANTITY	DESCRIPTION		UNIT PRICE	TOTAL	
1	SPECIAL ORDER business cards printed, white/blk 500bx		48.00	48.00 ✓	
	KING				
				<b>TOTAL DUE</b>	<b>\$48.00</b>

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

✓  
 WLS  
 [Signature]