



## Refund Form

Refunds are initiated at the station and follow the same approval process as a Credit Adjustment.

The Approved Refund Form should be sent to the SSH Hub to the AR Analyst for the station. The AR Analyst will process the adjustment in Wide Orbit, and prepare a Check Request for AP to process. The Check Request will be approved by the SSH Hub Controller and SS Hub Asst Controller prior to entering into the AP System for payment.

Date: 08/01/18

Market: ALBUQUERQUE

Requested by: SHERRIE G

Salesperson: \_\_\_\_\_

Station	Agency/Advertiser Name	Address to where Check needs to be sent	Invoice #	Refund Amount	Rationale for Refund (Select from Drop Down)
KRQE/ NRQE	SRCP MEDIA/MONTY NEWMAN	201 NORTH UNION STREET STE 200 ALEXANDRIA, VA 22314		\$ 296.94	
			Total	\$ 296.94	

Other (Please explain)

OVERPAYMENT DUE TO CIA AN \$[POTS CAME OUT AT END OF SCHEDULE

### Approvals:

#### Sign & Date:

General Sales Manager Marilyn Parilla Date 8/7/18

Sales Manager Jung Date 8/17/18

General Manager \_\_\_\_\_ Date \_\_\_\_\_

Controller \_\_\_\_\_ Date \_\_\_\_\_

AR Analyst \_\_\_\_\_ Date \_\_\_\_\_

Date Entered into Wide Orbit \_\_\_\_\_

Date Check Request Sent to AP \_\_\_\_\_

\*\*\* A copy of approved Refund Form and all related Support must be included with the Check Request sent to AP. \*\*\*



KRQE  
PO Box 844304  
Dallas, TX 75284  
Main: (505) 243-2285  
Billing:

# CASH STATEMENT

Property	Billing Type	Statement Date	Statement Period
KRQE	Cash	08/01/18	06/25/18 - 08/01/18

Billing Address:

SRCP Media  
Attention: Accounts Payable  
201 North Union Street  
Suite 200  
Alexandria, VA 22314

## Agency Summary:

		Previous Balance		New Invoices		New Payments		New Balance
		(\$296.95)	+	\$0.00	+	\$0.01	=	(\$296.94)
<u>Current</u>	<u>30</u>	<u>60</u>		<u>90</u>		<u>120+</u>		
\$0.00	(\$228.44)	(\$68.50)		\$0.00		\$0.00		

## Advertiser Summaries:

POL/Monty Newman/Congress/NM/								
			Previous Balance		New Invoices		New Payments	New Balance
			(\$296.94)	+	\$0.00	+	\$0.00	= (\$296.94)
<u>Current</u>	<u>30</u>	<u>60</u>	<u>90</u>		<u>120+</u>			
\$0.00	(\$228.44)	(\$68.50)	\$0.00		\$0.00			
Property	Invoice #	Date	Invoice Amount	Transaction Type	Transaction Number	Transaction Amount	Invoice Balance	
KRQE	1521605-1	05/13/18	\$12,915.86				\$0.00	
		05/09/18		Cash/Check Payment	CHK:00007262	(\$12,915.86)		
KRQE	1524411-1	05/20/18	\$10,782.25				\$0.00	
		05/09/18		Cash/Check Payment	CHK:00007266	(\$1,114.66)		
		05/09/18		Cash/Check Payment	CHK:00007262	(\$1,946.39)		
		05/16/18		Cash/Check Payment	CHK:00007296	(\$7,721.18)		
		05/23/18		Cash/Check Payment	CHK:00007325	(\$0.02)		
KRQE	1532718-1	05/27/18	\$10,508.13				\$0.00	
		05/23/18		Cash/Check Payment	CHK:00007325	(\$10,508.13)		
KRQE	1532719-1	05/27/18	\$4,226.09				\$0.00	
		05/23/18		Cash/Check Payment	CHK:00007325	(\$91.37)		
		05/30/18		Cash/Check Payment	CHK:00007348	(\$4,134.72)		

## Unapplied Transactions

Property	Order #	Date	Transaction Type	Transaction Number	Transaction Amount
KRQE	1532718	05/23/18	Cash/Check Payment	CHK:00007325	(\$68.50)
KRQE	1532720	06/05/18	Cash/Check Payment	CHK:00007368	(\$228.44)

## Payment Terms 30 Days



NRQE  
PO Box 844304  
Dallas, TX 75284  
Main: (505) 243-2285  
Billing:

# CASH STATEMENT

Property	Billing Type	Statement Date	Statement Period
NRQE	Cash	08/01/18	06/25/18 - 08/01/18

## Billing Address:

SRCP Media  
Attention: Accounts Payable  
201 North Union Street  
Suite 200  
Alexandria, VA 22314

## Agency Summary:

		Previous Balance		New Invoices	New Payments		New Balance
		\$0.01	+	\$0.00	+	(\$0.01) =	\$0.00
<u>Current</u>	<u>30</u>	<u>60</u>		<u>90</u>	<u>120+</u>		
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		

## Advertiser Summaries:

POL/WAYNE JOHNSON FOR MAYO							
		Previous Balance		New Invoices	New Payments		New Balance
		\$0.01	+	\$0.00	+	(\$0.01) =	\$0.00
<u>Current</u>	<u>30</u>	<u>60</u>		<u>90</u>	<u>120+</u>		
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
Property	Invoice #	Date	Invoice Amount	Transaction Type	Transaction Number	Transaction Amount	Invoice Balance
NRQE	1216569-1	09/30/17	\$639.63				\$0.00
		09/27/17		Cash/Check Payment	CHK:00007055	(\$639.62)	
		05/31/18		Cash/Check Payment	CHK:00007349	\$0.00	
		06/28/18		Transfer	T 7325	(\$0.01)	

## Payment Terms 30 Days