



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 | HULSEN MEDIA/BILL MCCAMLEY.GARRETT VENEKLASSEN. JEFF APODACA.PAT DAVIS | 2400 LARAMIE TRAIL AUSTIN, TX 78745 | | <u>7446.45</u> \$ <u>2,180.65</u> | |
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| | | | | | |
| Total | | | | \$ <u>7446.45</u> <u>2,180.65</u> | |

Other (Please explain)

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

Approvals:

Sign & Date:

General Sales Manager Mary Smith Date 8/2/18

Sales Manager John 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:

Hulsen Media Services
Attention: Accounts Payable
2400 Laramie Trail
Austin, TX 78745

Agency Summary:

| | | <u>Previous Balance</u> | | <u>New Invoices</u> | | <u>New Payments</u> | | <u>New Balance</u> |
|----------------|--------------|-------------------------|---|---------------------|---|---------------------|---|--------------------|
| | | (\$3,503.62) | + | \$0.00 | + | \$0.00 | = | (\$3,503.62) |
| <u>Current</u> | <u>30</u> | <u>60</u> | | <u>90</u> | | <u>120+</u> | | |
| \$0.00 | (\$3,093.05) | (\$410.58) | | \$0.00 | | \$0.01 | | |

Advertiser Summaries:

| POL/Bill McCamley/State Auditor/NI ✓ | | | | | | | | |
|--------------------------------------|-----------|-------------------------|---|---------------------|---|---------------------|---|--------------------|
| | | <u>Previous Balance</u> | | <u>New Invoices</u> | | <u>New Payments</u> | | <u>New Balance</u> |
| | | (\$22.84) | + | \$0.00 | + | \$0.00 | = | (\$22.84) |
| <u>Current</u> | <u>30</u> | <u>60</u> | | <u>90</u> | | <u>120+</u> | | |
| \$0.00 | \$0.00 | (\$22.84) | | \$0.00 | | \$0.00 | | |

Unapplied Transactions

| Property | Order # | Date | Transaction Type | Transaction Number | Transaction Amount |
|----------|---------|----------|--------------------|--------------------|--------------------|
| KRQE | 1526588 | 05/16/18 | Cash/Check Payment | CHK:001714 | (\$22.84) |

| POL/Garrett VeneKlasen/NM Land C ✓ | | | | | | | | |
|------------------------------------|------------|-------------------------|---|---------------------|---|---------------------|---|--------------------|
| | | <u>Previous Balance</u> | | <u>New Invoices</u> | | <u>New Payments</u> | | <u>New Balance</u> |
| | | (\$717.30) | + | \$0.00 | + | \$0.00 | = | (\$717.30) |
| <u>Current</u> | <u>30</u> | <u>60</u> | | <u>90</u> | | <u>120+</u> | | |
| \$0.00 | (\$717.30) | \$0.00 | | \$0.00 | | \$0.00 | | |

Unapplied Transactions

| Property | Order # | Date | Transaction Type | Transaction Number | Transaction Amount |
|----------|---------|----------|--------------------|--------------------|--------------------|
| KRQE | 1546781 | 06/05/18 | Cash/Check Payment | CHK:002246 | (\$717.30) |



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 |

POL/Jeff Apodaca for Governor ✓

| | | | | <u>Previous Balance</u> | | | <u>New Invoices</u> | | | <u>New Payments</u> | | | <u>New Balance</u> |
|-----------------|------------------|--------------|-----------------------|-------------------------|---|--------|---------------------------|---------------------------|--------|---------------------|------------------------|--------------|--------------------|
| | | | | (\$1,529.92) | + | \$0.00 | | + | \$0.00 | | = | (\$1,529.92) | |
| <u>Current</u> | | <u>30</u> | <u>60</u> | <u>90</u> | | | <u>120+</u> | | | | | | |
| \$0.00 | | (\$1,164.44) | (\$365.49) | \$0.00 | | | \$0.01 | | | | | | |
| <u>Property</u> | <u>Invoice #</u> | <u>Date</u> | <u>Invoice Amount</u> | <u>Transaction Type</u> | | | <u>Transaction Number</u> | <u>Transaction Amount</u> | | | <u>Invoice Balance</u> | | |
| KRQE | 1329682-1 | 12/31/17 | \$4,038.78 | | | | | | | | \$0.01 | | |
| | | 01/04/18 | | Cash/Check Payment | | | CHK:002004 | (\$4,038.77) | | | | | |
| KRQE | 1543937-1 | 06/10/18 | \$5,267.77 | | | | | | | | \$319.81 | | |
| | | 05/31/18 | | Cash/Check Payment | | | CHK:002239 | (\$4,947.96) | | | | | |

Unapplied Transactions

| <u>Property</u> | <u>Order #</u> | <u>Date</u> | <u>Transaction Type</u> | <u>Transaction Number</u> | <u>Transaction Amount</u> |
|-----------------|----------------|-------------|-------------------------|---------------------------|---------------------------|
| KRQE | | 05/02/18 | Cash/Check Payment | CHK:002193 | (\$137.05) |
| KRQE | 1527255 | 05/16/18 | Cash/Check Payment | CHK:002203 | (\$228.44) |
| KRQE | 1533355 | 05/23/18 | Cash/Check Payment | CHK:002213 | (\$22.25) |
| KRQE | 1547952 | 06/05/18 | Cash/Check Payment | CHK:002252 | (\$1,462.00) |

POL/Pat Davis/Congress/NM/Dem ✓

| | | <u>Previous Balance</u> | | <u>New Invoices</u> | | <u>New Payments</u> | | <u>New Balance</u> | |
|------------------------|----------------|-------------------------|-------------------------|---------------------------|---------------------------|---------------------|--|--------------------|--|
| | | (\$1,233.56) | | \$0.00 | | \$0.00 | | = (\$1,233.56) | |
| <u>Current</u> | <u>30</u> | <u>60</u> | <u>90</u> | <u>120+</u> | | | | | |
| \$0.00 | (\$1,233.56) | \$0.00 | \$0.00 | \$0.00 | | | | | |
| Unapplied Transactions | | | | | | | | | |
| <u>Property</u> | <u>Order #</u> | <u>Date</u> | <u>Transaction Type</u> | <u>Transaction Number</u> | <u>Transaction Amount</u> | | | | |
| KRQE | 1543505 | 05/30/18 | Cash/Check Payment | CHK:002237 | (\$1,233.56) | | | | |

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:

Hulsen Media Services
Attention: Accounts Payable
2400 Laramie Trail
Austin, TX 78745

Agency Summary:

| | | <u>Previous Balance</u> | | <u>New Invoices</u> | | <u>New Payments</u> | | <u>New Balance</u> |
|----------------|--------------|-------------------------|---|---------------------|---|---------------------|---|--------------------|
| | | (\$3,942.83) | + | \$0.00 | + | \$0.00 | = | (\$3,942.83) |
| <u>Current</u> | <u>30</u> | <u>60</u> | | <u>90</u> | | <u>120+</u> | | |
| \$0.00 | (\$3,942.83) | \$0.00 | | \$0.00 | | \$0.00 | | |

Advertiser Summaries:

| POL/Jeff Apodaca for Governor ✓ | | | | | | | | |
|---------------------------------|--------------|-------------------------|---|---------------------|---|---------------------|---|--------------------|
| | | <u>Previous Balance</u> | | <u>New Invoices</u> | | <u>New Payments</u> | | <u>New Balance</u> |
| | | (\$3,942.83) | + | \$0.00 | + | \$0.00 | = | (\$3,942.83) |
| <u>Current</u> | <u>30</u> | <u>60</u> | | <u>90</u> | | <u>120+</u> | | |
| \$0.00 | (\$3,942.83) | \$0.00 | | \$0.00 | | \$0.00 | | |

Unapplied Transactions

| Property | Order # | Date | Transaction Type | Transaction Number | Transaction Amount |
|----------|---------|----------|--------------------|--------------------|--------------------|
| NRQE | 1543928 | 05/31/18 | Cash/Check Payment | CHK:002240 | (\$248.87) |
| NRQE | 1548015 | 05/31/18 | Cash/Check Payment | CHK:002240 | (\$2,825.90) |
| NRQE | 1548015 | 06/05/18 | Cash/Check Payment | CHK:002251 | (\$868.06) |

Payment Terms 30 Days