



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: 03/14/19

Market: ALBUQUERQUE

Requested by: SHERRIE G

Salesperson: NATIONAL

Station	Agency/Advertiser Name	Address to where Check needs to be sent	Invoice #	Refund Amount	Rationale for Refund (Select from Drop Down)
KRQE	<i>XOCHITL TORRES</i> SAGE MEDIA	1322 G STREET, SE WASHINGTON, DC 20003		\$ 5,024.81	Other (Explain Below)
NRQE	SAGE MEDIA	1323 G STREET, SE WASHINGTON, DC 20003		\$ 481.39	
Total				\$ 5,506.20	

Other (Please explain)

CREDIT DUE TO PREEMPTS AT END OF SCHEDULE

Approvals:

Sign & Date:

General Sales Manager *Alana P. [Signature]* Date 3/15/19

Sales Manager *[Signature]* Date 3/14/19

General Manager *William S. [Signature]* Date 3.18.19

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. ***

1233 20th St NW | Washington, D.C. 20036

Ben.Wilmeth@Katzmedia.com

Ph: 202-872-5880



Local Impact.
National Influence.

Sage Media

From: Cliff Bastian <cliff@sagemediaplanning.com>

Sent: Wednesday, March 13, 2019 2:09 PM

To: Wilmeth, Ben <Ben.Wilmeth@Katzmedia.com>

Subject: RE: KRQE/NRQE - Xochitl Torress Small 2018 recon

Hi Ben,

Yes, I'm showing we are due a refund for both KRQE (\$5,024.81) and NRQE (\$481.39). See below.

KRQE-TV (Nexstar)				
Check #	Check \$	Invoice #	Invoice \$	Refund Chks
MPI-8.28-6	-10,132.16	1661715-1	\$9,742.46	
MPI-8.31-5	-9,802.06	1666460-1	\$10,191.76	
MPI-9.7-5	-14,478.44	1673433-1	\$14,478.44	
MPI 9.13-8	-12,882.97	1679965-1	\$12,882.97	
MPI-9.21-32	-25,908.07	1690305-1	\$20,654.02	
MPI-9.30-1	-23,716.59	1690305-2	\$3,282.64	
MPI-10.5-6	-44,246.82	1715171-1	\$22,570.42	
MPI-10.11-12	-16,069.33	1725728-1	\$42,587.16	
MPI-10.15-22	-86,522.22	1730606-1	\$17,651.05	
MPI-10.22	-97,346.67	1733694-1	\$85,710.73	
MPI-10.29	-101,413.29	1740404-1	\$69,499.28	
MPI - 10.30	-10,636.48	1740404-2	\$13,896.19	
		1747027-1	\$115,263.63	
		1748334-1	\$9,719.54	
Total Checks	-\$453,155.10	Total Invoices	\$448,130.29	Balance -\$5,024.81

NRQE-TV (Nexstar)				
Check #	Check \$	Invoice #	Invoice \$	Refund Chks
MPI-8.28-5	-912.35	1666391-1	\$1,728.43	
MPI-8.31-6	-1,659.66	1690221-1	\$3,961.17	
MPI-9.7-10	-3,530.21	1673409-1	\$3,369.75	
MPI 9.13-6	-3,750.27	1661707-1	\$843.58	
MPI-9.21-26	-5,176.11	1679910-1	\$3,910.74	
MPI-9.30-4	-5,189.87	1725673-1	\$10,641.06	
MPI-10.5-11	-10,911.56	1715137-1	\$5,121.10	

MPI-10.11-8	-1,540.45	1690221-2	\$1,100.33	
MPI-10.15-35	-19,837.94	1730580-1	\$1,471.68	
MPI-10.22	-17,719.82	1733470-1	\$19,925.05	
MPI-10.29	-17,719.82	1740269-1	\$11,434.21	
		1746981-1	\$20,181.79	
		1740269-2	\$3,777.78	
Total Checks	-\$87,948.06	Total Invoices	\$87,466.67	Balance -\$481.39

Cliff Bastian

Sage Media Planning & Placement, Inc.
1322 G St., SE
Washington, DC 20003
Phone: 202-675-6936
Fax: 240-363-1489
E-Mail: cliff@sagemediaplanning.com

From: Wilmeth, Ben [<mailto:Ben.Wilmeth@Katzmedia.com>]

Sent: Wednesday, March 13, 2019 1:37 PM

To: Cliff Bastian <cliff@sagemediaplanning.com>

Subject: KRQE/NRQE - Xochitl Torress Small 2018 recon

Hey Cliff – Can you send me the account breakdown for Torress Small on KRQE and NRQE in Albuquerque from 2018?
Do you all show a refund due?

Thanks,

Benjamin Wilmeth

Account Executive

Katz Media Group
1233 20th St NW | Washington, D.C. 20036
Ben.Wilmeth@Katzmedia.com
Ph: 202-872-5880



Local Impact.
National Influence.

Aging Manager



Station	Sales Region	Reporting Agency	Advertiser	Sales Office	Product	Estim	Date	Invoice #	Total Due	60 Days	90 Days	120 Days	150+ Days
KROE	Nat	New Media Firm.	TIPOL/Xochitl Tor				10/24/18	XXXX	(\$5,024.81)			(\$5,024.81)	
NROE	Nat	New Media Firm.	TIPOL/Xochitl Tor				10/24/18	XXXX	(\$481.39)			(\$481.39)	
									(\$5,506.20)	\$0.00	\$0.00	\$5,506.20	\$0.00

[Sorted by: Date]

Sherrie Gravlee

From: Mary Callahan
Sent: Thursday, March 14, 2019 2:19 PM
To: Wilmeth, Ben; Sherrie Gravlee
Cc: Frank Montoya
Subject: RE: KRQE/NRQE - Xochitl Torress Small 2018 recon

Looks like we match up perfectly—which means we are ready for the Refund paperwork from Sherrie and Frank.

NRQE
Invoices 87,466.67
Payments 87,948.06
Difference (refund amount) 481.39

KRQE
Invoices 448,130.29
Payments 453,155.10
Difference (refund amount) 5,024.81

Sherrie—please work up Refund paperwork so that it can get here before I leave. Sure would be a help to the person taking over for me, since I have all the back -up ready.

Mary L Callahan
AR Specialist
Indy Shared Accounting Services
2960 N. Meridian St, 2nd Floor
Indianapolis, IN 46208
(317) 296-3101
mcallahan@nexstar.tv



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From: Wilmeth, Ben <Ben.Wilmeth@Katzmedia.com>
Sent: Wednesday, March 13, 2019 2:35 PM
To: Sherrie Gravlee <Sherrie.Gravlee@krqe.com>; Mary Callahan <MCallahan@nexstar.tv>
Cc: Indy SS AR Inquiry <IndySSARInquiry@nexstar.tv>; Frank Montoya <Frank.Montoya@krqe.com>
Subject: FW: KRQE/NRQE - Xochitl Torress Small 2018 recon

Below is what agency shows for Toress-Small. Let me know if you can pinpoint discrepancy or invoices missing.

Thanks,

Benjamin Wilmeth
Account Executive
Katz Media Group