



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	HOPKINS & SACHS/JOE CERVANTES	1322 G STREET SOUTHEAST WASHINGTON, DC 20003		\$ 982.29	
Total				\$ 982.29	

Other (Please explain)

OVERPAYMENT DUE TO CIA AN SPOTS CAME OUT AT END OF SCHEDULE

Approvals:

Sign & Date:

General Sales Manager Mary Painter Date 8/7/18

Sales Manager Jung Date 8/7/18

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:

Hopkins & Sachs
Attention: Accounts Payable
1322 G Street Southeast
Washington, DC 20003

Agency Summary:

		<u>Previous Balance</u>		<u>New Invoices</u>		<u>New Payments</u>		<u>New Balance</u>
		(\$137.07)	+	\$0.00	+	\$0.00	=	(\$137.07)
<u>Current</u>	<u>30</u>	<u>60</u>		<u>90</u>		<u>120+</u>		
\$0.00	\$0.00	(\$137.06)		\$0.00		(\$0.01)		

Advertiser Summaries:

POL/Joe Cervantes/Governor/Dem/								
		<u>Previous Balance</u>		<u>New Invoices</u>		<u>New Payments</u>		<u>New Balance</u>
		(\$137.07)	+	\$0.00	+	\$0.00	=	(\$137.07)
<u>Current</u>	<u>30</u>	<u>60</u>		<u>90</u>		<u>120+</u>		
\$0.00	(\$114.22)	(\$22.84)		\$0.00		(\$0.01)		

Unapplied Transactions

Property	Order #	Date	Transaction Type	Transaction Number	Transaction Amount
KRQE	1431779	03/14/18	Cash/Check Payment	CHK:035826	(\$0.01)
KRQE	1534818	05/23/18	Cash/Check Payment	CHK:036598	(\$114.22)
KRQE		05/23/18	Cash/Check Payment	CHK:036511	(\$22.84)

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:

Hopkins & Sachs
Attention: Accounts Payable
1322 G Street Southeast
Washington, DC 20003

Agency Summary:

		<u>Previous Balance</u>		<u>New Invoices</u>		<u>New Payments</u>		<u>New Balance</u>
		(\$845.22)	+	\$0.00	+	\$0.00	=	(\$845.22)
<u>Current</u>	<u>30</u>	<u>60</u>		<u>90</u>		<u>120+</u>		
\$0.00	\$0.00	(\$845.22)		\$0.00		\$0.00		

Advertiser Summaries:

POL/Joe Cervantes/Governor/Dem/								
		<u>Previous Balance</u>		<u>New Invoices</u>		<u>New Payments</u>		<u>New Balance</u>
		(\$845.22)	+	\$0.00	+	\$0.00	=	(\$845.22)
<u>Current</u>	<u>30</u>	<u>60</u>		<u>90</u>		<u>120+</u>		
\$0.00	(\$753.84)	(\$91.38)		\$0.00		\$0.00		

Unapplied Transactions

Property	Order #	Date	Transaction Type	Transaction Number	Transaction Amount
NRQE	1534862	05/23/18	Cash/Check Payment	CHK:036596	(\$753.84)
NRQE	1536137	05/23/18	Cash/Check Payment	CHK:036507	(\$91.38)

Payment Terms 30 Days