



## 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: 02/26/19

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	SAGE MEDIA PLANNING & PLACEMENT 1322 G STREET SE WASHINGTON, DC 20003	POL/DCCC DEMOCRATIC CONGRESSIONAL CAMPAING		\$ 4,630.56	Other (Explain Below)
NRQE				\$ 1,283.71	
Total				\$ 5,914.27	

Other (Please explain)

REFUND DUE TO PREEMPTS AT END OF SCHEDULE

### Approvals:

#### Sign & Date:

General Sales Manager Maria Smith Date 2/28/19

Sales Manager [Signature] Date 2/28/19

General Manager [Signature] Date 3.4.19

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. \*\*\*

**Nexstar**

[Sorted by Agency]