

# Adjustment Authorization

## Accounts Receivable Discrepancy Form

<b>Paper Refund</b> <input checked="" type="checkbox"/>	<b>Credit Card Refund</b> <input type="checkbox"/>	<b>Adjustment</b> <input type="checkbox"/>	<b>Bad Debt Write Off</b> <input type="checkbox"/>
Section required: 1,2,4,5,6,7,9,&10	Section required: 1,2,4,5,6,7,9,&11	Section required: 1,2,3,4,5,7,8,&9	

Section 1		Section 2		Section 3	
Issue Date:	11/15/2019	Invoice #	4715068720	Local	<input type="checkbox"/>
Market #:	216	Order #	1310098223	National	<input type="checkbox"/>
Site #:	100	Contract #		Traffic	<input type="checkbox"/>
Section 4				Section 5	
Advertiser Name		Shayla Favor for Columbus		Adv #	
Agency Name		Triumph Communications		Agency # 130452	
Section 6				AX #	
Payee Name		Triumph Communications		<b>Section 7</b>  Amount \$0.85	
c/o or attn: name					
Address		1480 Dublin Rd			
City, ST, Zip		Columbus, OH 43215			
Phone #				<b>Section 8</b> AE Name: House / O'Boyle	
Section 9				AE Employee #:	
Reason for task				<b>Section 10</b> Method of Payment	
Refund overpayment of Political CIA due to rounding/billing issues				Mail Check to Payee <input type="checkbox"/> Check to Station <input type="checkbox"/> Priority to Payee <input type="checkbox"/> Priority to Station <input type="checkbox"/>	
G/L coding:					
Section 11				<b>Radio AR Corp use only</b>	
*Card Holder Name				AR Rep Name:	
Credit Card #				Date Completed:	
Expiration Date					
Transaction ID #					
Original Charge Date					

Market Approval Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Card Holder Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*must sign for Credit Card Refunds*

AR Dept Approval Signature *Sam Hughes*

Date 11/15/19

Date	Debit or Credit	Document Number	Order ID	Original Amount	Balance	Market Name	Status	Client	Type	Advertiser	Agency	Payment Method	Reference No.	Memo
11/5/2019	Credit	174961	1310098223	1,496.35	(0.35)	Columbus, OH	Deposited	130452 Triumph Communications	Client Deposit	1204193 Shayla Favor for Columbus City Council	130452 Triumph Communications	Check	011288	DEPTR-DS138910 Ord# 1310098223 It 10/31-11/5/19
11/2/2019	Debit	4715068720	1310098223	1,496.00	0.00	Columbus, OH	Paid In Full	130452 Triumph Communications	Invoice					Shayla Favor WYTSWZCB 10/31-11/5