



## 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: 4/15/19

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	MEDIA AD VENTURES/NEW MEXICO STRONG PAC	8136 OLD KEENE MILL ROAD SUITE A 300 SPRINGFIELD, VA 22152		\$ 4,378.37	Overpayment
			Total	\$ 4,378.37	

Other (Please explain)

### Approvals:

#### Sign & Date:

General Sales Manager Mary Perito Date 4/15/19

Sales Manager [Signature] Date 4/15/19

General Manager [Signature] Date 4.17.19

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. \*\*\*

# Aging Manager



Station	Sales Region	Reporting Agency	Advertiser	Sales Office	Product	Estim	Date	Invoice #	Total Due	Days	120 Days	150+ Days
KROE	Nat	Media Ad Ventures	POL/New Mexic	K-WAS	Political	1063	10/10/18	XXXX	(\$1,260.78)			(\$1,260.78)
KROE	Nat	Media Ad Ventures	POL/New Mexic	K-WAS	Political	1115	10/26/18	XXXX	(\$3,117.59)			(\$3,117.59)
									(\$4,378.37)	\$0.00	\$0.00	(\$4,378.37)

[Sorted by: Reporting Agency]