Refund Form

Date:____4/15/19_____
Market:__ALBUQUERQUE_____
Requested by:_SHERRIE G_____
Salesperson:__NATIONAL_____

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.

Station	Agency/Advertiser Name	Address to where Check needs to be sent	Invoice #	Refund Amount	Rationale for Refund (Select from Drop Down)
NRQE	GREAT AMERICAN MEDIA/CVNM VERDE VOTERS	3050 K STREET NW SUITE 100 WASHINGTON, DC 20007		$ 68.78	Overpayment
			Total	$ 68.78	

Other (Please explain)

Approvals:

Sign & Date:

General Sales Manager Marie Pamela Date 4/15/19

Sales Manager Date 4/15/19

General Manager 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	0 Days	120 Days	150+ Days
NRQE	Nat	Great American Me	POL/CVNM Ver				04/11/19	XXXX	($68.78)				
									($68.78)	$0.00	$0.00	$0.00	$0.00

[Sorted by: Reporting Agency]