



**SALEM BAPTIST DISTRICT ASSOCIATION, INC.  
OFFICE OF THE FINANCIAL SECRETARY**



**Rev. Dr. Carsie E. Barnes III – Moderator**

**Rev. Derrick Garth – Financial Secretary**

**Rev. Dr. LaRue F. Kidd – Treasurer**

**Disbursement Requisition  
(Please print all information)**

**Date:** \_\_\_\_\_

**Amount of Request:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Purpose of Disbursement:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Make check payable to:** \_\_\_\_\_

**Release or mail check to:** \_\_\_\_\_

**Address:**

**City/State/Zip:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW \*\*\*\*\*

**Approved by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Voucher #** \_\_\_\_\_

**Check #** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Please note that ALL requests for disbursements by the district must be accompanied by appropriate bills, receipts and invoices, and authorized by the appropriate parties which consist of: The Moderator, General Secretary and Financial Secretary. The Vice Moderator-at-Large may sign orders in the absence of any of the three proper authorities.