



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



Rev. Dr. Reginald E. Bachus III – Moderator
Rev. Dr. Derrick P. Garth – Financial Secretary Rev. Scott Onque – 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.