



**SALEM BAPTIST DISTRICT ASSOCIATION, INC.**  
OFFICE OF FINANCE  
*Disbursement Requisition*



Rev. Thomas Savage, Jr., *Treasurer*  
Rev. Derrick Garth *Financial Secretary*  
Dr. Reginald E. Bachus, *Moderator*

Date \_\_\_/\_\_\_/\_\_\_ Amount \$ \_\_\_\_\_

Requested By: \_\_\_\_\_ Department: \_\_\_\_\_

Approved By: \_\_\_\_\_

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

\*\*\*\*\*

Make Check Payable To: \_\_\_\_\_

Release or Mail To: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Approved By: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Check # \_\_\_\_\_ Check Date \_\_\_/\_\_\_/\_\_\_

Friendship Baptist Church  
C/O Salem Finance  
5200 W. Jackson Blvd.  
Chicago, IL 60644  
treasurersbda@gmail.com

**Please note that ALL requests for disbursements must be accompanied by appropriate bills, corresponding receipts and invoices, and authorized by the auxiliary/department leader. The Moderator, Vice Moderator-at-Large, General Secretary and Financial Secretary may sign orders in the absence of auxiliary/department leader.**