

Friends of the Webster Public Library
Amendment to the By Laws

Credit Card Policies

Sales

To allow the customers to purchase books, materials, and memberships using their own personal credit cards, the Friends of the Webster Public Library [FWPL] have purchased an iPad and Square and have enrolled in PayPal to process the transactions.

The Friends of the Webster Public Library Treasurer is responsible for the use of this service and the subsequent recording of receipts from credit card sales. **The FWPL treasurer may train others to use the device so that the credit card option is available as needed.**

Customers may request an email copy of their purchase receipt, directly from PayPal.

Purchases

The Friends of the Webster Public Library have a credit card that is used for the purchase of supplies. The Treasurer or other board members of the FWPL may use this card. All purchases must be backed up by a store receipt.

Approved by the Friends of the Webster Public Library March 21, 2015