

Friends of the Webster Public Library  
Amendment to the By Laws

**Policy for reimbursement of out of pocket expenses incurred by  
board members and volunteers.**

Board members and volunteers of the Friends of the Webster Public Library will be reimbursed for out of pocket expenses incurred for supplies used for funding raising activities or for operation of volunteer duties. Reimbursement can be in the form of a check or from petty cash. All reimbursements will require a completed petty cash voucher explaining the type and **purpose of the expenditure** and must be supported by an original store receipt.

Reimbursements by check or petty cash disbursement made to one of the Friends' authorized check signers must be completed by one of the other authorized check signers.

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

Amended on June 20, 2023