



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: _____

DATE: _____

FROM: _____

DIV or UNIT: _____

SUBJ: PPA request for: _____

Title of PPA activity: _____

Dates (or semesters) of activity: _____

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			
TOTAL		\$	\$

Budget Number : _____

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: _____ Date: _____