



**Wharton County
Junior College**

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

TO: Payroll/Rachel Bahnsen

DATE: October 1, 2024

FROM: Betty McCrohan

DIV or UNIT: Finance/Business Office

SUBJ: PPA request for: Cynthia Ward

Title of PPA activity: _____

Dates (or semesters) of activity: September 1, 2024 - October 31, 2024

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.

Extension of assisting in the Business Office/Finance areas with the Executive Administration Reorganization while advertising for the Vice President of Administrative Services replacement.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,000.00	\$ 4,000.00
TOTAL		\$ 2,000.00	\$ 4,000.00

Budget Number: 1110-110-6102-6001

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: Betty McCrohan Date: 10-1-24