



**Wharton County
Junior College**

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

TO: President McCrohan

DATE: 08/08/2024

FROM: Cynthia Ward

DIV or UNIT: Business Office

SUBJ: PPA request for: Jessica Garcia
 Title of PPA activity: Additional duties/resp.related to Purchasing Dir vacancy
 Dates (or semesters) of activity: September - November 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.

Jessica Garcia, Assistant Controller, will perform the majority of the job duties and responsibilities of the Director of Purchasing until the position is filled. Due to the duration of the hiring process and the high level need in the Business Office, I am requesting a PPA for Ms. Garcia to compensate her for the additional responsibilities, time, and oversight she is providing the Business Office during this period.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 3,000.00	\$ 3,000.00
TOTAL		\$ 3,000.00	\$ 3,000.00

Budget Number : 1110-14022-6093-6002

C. **Approvals**

Supervisor: Cynthia Ward Digitally signed by
Cynthia Ward
Date: 2024.08.08
13:45:23 -05'00' Date: 08/08/2024

VP: _____ Date: _____

President: *Buty Mcneel* Date: 8-12-24