



**Wharton County
Junior College**

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

TO: President McCrohan

DATE: 04/22/2025

FROM: Cynthia Ward

DIV or UNIT: Business Office

SUBJ: PPA request for: Jessica Garcia
Title of PPA activity: Additional duties/resp related to Purch Dir FMLA leave
Dates (or semesters) of activity: July 2025 - September 2025

- 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 Purchasings while the director is out on FMLA leave. Due to the duration of the leave, time sensitivity of the purchasing functions and additional year end processes, I am requesting a PPA for Ms. Garcia to compensate her for the additional responsibilities, time and oversight.

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 : 1110-13022-6093-6002

C. **Approvals**

Supervisor: Cynthia Ward Digitally signed by
Cynthia Ward
Date: 2025.04.22
17:43:34 -05'00' Date: 04/22/2025

VP: _____ Date: _____

President: Betty McCrohan Date: 4-28-25