



**Wharton County
Junior College**

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

TO: Betty McCrohan

DATE: 9/26/18

FROM: Betty McCrohan

DIV or UNIT: President

SUBJ: PPA request for: Keith Case
 Title of PPA activity: Management of College Fitness Center
 Dates (or semesters) of activity: 9-1-18 to 12-31-18

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.

Oversee all aspects of the College Fitness Center.

B. **Cost**

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

Budget Number : 1110-13025-6094-903

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: Betty L. McCrohan Date: 9-25-18