



**Wharton County  
Junior College**

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

TO: President DATE: 11/29/17

FROM: Dave Leenhouts, Vice-President of Student Services

DIV or UNIT: Student Services/Financial Aid

SUBJ: PPA request for: Merry Sprague

Title of PPA activity: Acting Director of Financial Aid

Dates (or semesters) of activity: December 1, 2017 through April 30, 2018

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.

Merry Sprague will perform all the duties as the Acting Director of Financial Aid until a replacement is hired. This is a continuation of the duties that Ms. Sprague assumed on May 1, 2017.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		5000.00	
<b>TOTAL</b>		<b>\$ 5000.00</b>	<b>\$ 5,000.00</b>

BUDGET NUMBER: 1110-13024-6093-501


C. **Approvals**

Supervisor: 

Date: \_\_\_\_\_

VPSS: 

Date: 11-29-17

President: 

Date: 12-2-17