



**Wharton County
Junior College**

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

TO: President DATE: 9/8/17

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: August 13, 2017 through November 30, 2017

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)		3,500.00	
TOTAL		\$ 3,500.00	\$ 3,500.00

BUDGET NUMBER: 1110-13024-6093-501

C. Approvals

Supervisor: *[Signature]*

Date: 9/8/17

VPSS: *[Signature]*

Date: 9-12-17

President: *[Signature]*

Date: 9-12-17