



**Wharton County
Junior College**

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

TO: Betty McCrohan

DATE: April 10, 2023

FROM: Amanda Allen

DIV or UNIT: SEMT

SUBJ: PPA request for: Tessa Mathews
 Title of PPA activity: Student Functional Support
 Dates (or semesters) of activity: April 2023 - June 2023

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.

Due to reduced capacity in IT, Ms. Mathews is having to cover functional support activities that are outside the scope of her responsibilities. In addition, Ms. Mathews will be charged with implementation of ZogoTech databases for use across the institution. This is a special project and requires hourse outside of her standard work schedule.

B. **Cost**

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

Budget Number : 1110.13036.6101.602

C. **Approvals**

Supervisor: Date: _____

VP: Date: 04/10/23

President: Date: 4-10-23