



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

TO: President DATE: 4/9/18

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: May 1, 2018 through September 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**

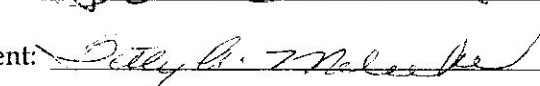
Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		5,000.00	
TOTAL		\$ 5,000.00	\$ 5,000.00

BUDGET NUMBER: 1110-13024-6093-501

C. **Approvals**

Supervisor:  Date: _____

VPSS:  Date: 4/9/18

President:  Date: 4-9-18