



**Wharton County  
Junior College**

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

TO: Payroll/Rachel Bahnsen

DATE: April 18, 2024

FROM: Betty McCrohan

DIV or UNIT: Finance/Business Office

SUBJ: PPA request for: Cynthia Ward

Title of PPA activity: \_\_\_\_\_

Dates (or semesters) of activity: May 1, 2024 - August 31, 2024

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.

Assisting in the Business Office/Finance areas with the Executive Administration Reorganization while advertising for the Vice President of Administrative Services replacement.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,000.00	\$ 8,000.00
<b>TOTAL</b>		\$ 2,000.00	\$ 8,000.00

Budget Number : 1110-110-6102-6001

C. **Approvals**

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

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

President: Betty McCrohan Date: 4-17-24