



**Wharton County
Junior College**

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

TO: Betty McCrohan

DATE: August 9, 2023

FROM: Amanda Allen

DIV or UNIT: SEMT

SUBJ: PPA request for: Rachel Cavazos
 Title of PPA activity: Interim Reporting/Determination Official for Financial Aid
 Dates (or semesters) of activity: August 2023 - November 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.


While in the process of hiring a new Director of Financial Aid, the office will need to have a single point of contact for reporting and other submissions.


B. **Cost**

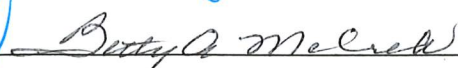
Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 500.00	\$ 2,000.00
TOTAL		\$ 500.00	\$ 2,000.00

Budget Number : 1110.13024.6093.501

C. **Approvals**

Supervisor:  Date: 08/09/23

VP:  Date: 08/09/23

President:  Date: 8-9-23