



**Wharton County  
Junior College**

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

TO: President DATE: May 24, 2017

FROM: Dave Leenhouts, VPSS

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, 2017 through August 12, 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.

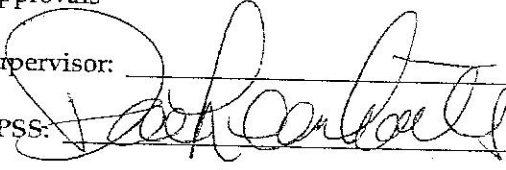
*Merry Sprague will perform all duties as the Acting Director of Financial Aid during the time the Director is on leave. Acting Director Job description is attached.*


B. Cost


Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		\$2,527.21	2,527.21
ON OVERLOAD (additional compensation)			
TOTAL		\$	\$ 2,527.21

BUDGET NUMBER: 1110-13024-6093-501

C. Approvals

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

VPSS:  Date: 5/24/17

President:  Date: 5-25-17