



**Wharton County  
Junior College**

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

TO: Scott Cunningham

DATE: 02/05/2026

FROM: Cynthia Ward

DIV or UNIT: Business Office

SUBJ: PPA request for: Rachel Cavazos  
 Title of PPA activity: Additional duties related to Grant Manager FMLA leave  
 Dates (or semesters) of activity: February - April 2026

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.

Rachel Cavazos, Financial Accountant, will perform additional job duties and responsibilities of the Grant Manager who is out on FMLA leave. Due to the duration of the leave and time sensitivity of the Accounts Receivable, Third Party Billing, and Hazlewood/VA processes, I am requesting a PPA for Ms. Cavazos to compensate her for the additional responsibilities, time and oversight.

B. **Cost**

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

Budget Number : 1110-13022-6093-6002

C. **Approvals**

Supervisor: Cynthia Ward Digitally signed by Cynthia Ward Date: 2026.02.05 13:24:24 -06'00' Date: \_\_\_\_\_

VP:  Date: 2-9-26

President:  Date: 02/09/26