# Property/Item Addition Form

**Accounting Office**

- **Computer Code or Budget Name**
- **Using Unit**
  - *(Please use official seal)*
  - **Processing Unit**
  - **Property Management Division**

**Notes**

1. Please submit the form in quintuplicate for property with a unit price exceeding NT$10,000 or any rights-as-property regardless of price. Please submit the form in triplicate for nonconsumable items with a unit price between NT$6,001 and NT$9,999 or any NTU registered consumables regardless of price.
2. Please paste the attached picture or photo of the property or item on the back of the first copy. Please submit a photocopy of the certificate or book jacket with the property label for rights-as-property, and submit all copies and attachments to the Property Management Division.
3. Student workers, students, and part-time employees with reduced hours are not permitted to serve as users/custodians. If there is more than one user, each user must apply their own seal.
4. Straight line depreciation method uses the following formulas: monthly = (unit price - residual value)/useful life/12; residual value of general property/item = unit price*10%; residual value of rights-as-property = 0.

<table>
<thead>
<tr>
<th>Name of Property</th>
<th>Brand</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price (NT$)</th>
<th>Total Amount (NT$)</th>
<th>User</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property No.</td>
<td>Model</td>
<td>Useful Life</td>
<td>Residual Value (NT$)</td>
<td></td>
<td></td>
<td>Storage Location</td>
<td></td>
</tr>
</tbody>
</table>