

- 1<sup>st</sup> Copy: Property Management Division
- 2<sup>nd</sup> Copy: User (Custodian) Retention
- 3<sup>rd</sup> Copy: Property Manager
- 4<sup>th</sup> Copy: Accounting Office
- 5<sup>th</sup> Copy Accounting Office (to submit for approval)

NATIONAL TAIWAN UNIVERSITY

Processing Unit:

**Property/Item Addition Form**

**Using Unit:**

**Pages:**

Accounting Office Computer Code or Budge Name	Total Amount	Using Unit <b>(Please use official seal)</b>	Processing Unit	Property Management Division
		User/Custodian:  Property Manager:  Unit Head:  <small>(The unit head of the processing unit can be exempted from using the seal.)</small>	Processing Clerk:  Contact No.:  Unit Head:	
<b>Notes</b>				

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.

Name of Property	Brand	Unit	Quantity	Unit Price (NT\$)	Total Amount (NT\$)	User	Manager
Property No.	Model	Useful Life		Residual Value (NT\$)		Storage Location	
<b>Total</b>							