

國立臺灣大學

NATIONAL TAIWAN UNIVERSITY

財產/物品增加單

Property/Item Addition Form

經辦單位

Processing Unit:

- 第一聯：保管組
1st Copy: Property Management Division
- 第二聯：使用(保管)人存根
2nd Copy: User (Custodian) Retention
- 第三聯：財產管理人
3rd Copy: Copy: Property Manager
- 第四聯：主計室
4th Copy: Accounting Office
- 第五聯：主計室(報核用)
5th Copy: Accounting Office (to submit for approval)

填單日期 Date and Time: _____
財物使用單位 Using Unit _____

主計室電腦代號或 經費名稱 Accounting Office Computer Code or Budge Name	金額 Total Amount	使用單位 Using Unit (請蓋職章) (Please use official seal)	經辦單位 Processing Unit	保管組 Property Management Division
		使用/保管人 User/Custodian 財產管理人 Property Manager 單位主管 Unit Head <small>(單位主管同經辦單位免用印) (The unit head of the processing unit can be exempted from using the seal.)</small>	經辦人 Processing Clerk 聯絡電話 Contact No. 單位主管 Unit Head	
備註 Notes				

1. 單價一萬元以上財產及不論金額之權利，請檢附增加單一式五聯。單價 6001-9999 元非消耗物品及不論金額之列管性耗材，請檢附增加單一式三聯。
Please submit the form in quintuplicate for property with a unit price exceeding NT\$10,000 or any rights 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. 請將財產、物品附圖或照片黏貼於第一聯背面，權利請檢附已貼財產標籤之證書或書封影本（送保管組）。
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, and submit all copies and attachments to the Property Management Division.
3. 工讀生、學生及部分工時兼職人員等，不得擔任「使用人」，使用人超過一人時，請各使用人分別用印。
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. 折舊方法採直線折舊法，月折舊=(單價-殘值)/使用年限/12，殘值=單價*10%，權利之殘值=0。
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 = 0.

財產名稱 Name of Property	廠牌 Brand	單位 Unit	數量 Quantity	單價 Unit Price (NT\$) 殘值 Residual Value (NT\$)	總價 Total Amount (NT\$)	使用人	管理人
						User	Manager
財產編號 Property No.	型式 Model	年限 Useful Life				存置地點 Storage Location	
合計 Total							