**Move Kanban Card   
Example[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12227&utm_source=template-word&utm_medium=content&utm_campaign=Move+Kanban+Card+Example-word-12227&lpa=Move+Kanban+Card+Example+word+12227)**

|  |  |  |
| --- | --- | --- |
| Item No. | Description | Quantity |
| 100001 | Ream | 5 |
| Current Location | Destination Location | Requesting Dept. |
| Supply Closet,  2nd Floor | Sales Dept.,  3rd Floor | Sales |
| Request Date | Due Date | Requester |
| Jan 1, 20XX | Jan 2, 20XX | Diana Kennedy |
| Priority | Approval | Card No. |
| High | Devon Gomez,  Office Manager | MKC-102 |
| Comments | | |
| * Ensure paper is delivered to printer station in Room 321. * Notify sales department upon delivery. * Check stock levels and replenish if necessary. | | |
| Item Image | | |
| Insert Photo | | |
| Item Barcode | | |
| Insert Barcode | | |
| 100001 | | |

Move Kanban Card Template

|  |  |  |
| --- | --- | --- |
| Item No. | Description | Quantity |
|  |  |  |
| Current Location | Destination Location | Requesting Dept. |
|  |  |  |
| Request Date | Due Date | Requester |
|  |  |  |
| Priority | Approval | Card No. |
|  |  |  |
| Comments | | |
|  | | |
| Item Image | | |
| Insert Photo | | |
| Item Barcode | | |
| Insert Barcode | | |
|  | | |

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