**Move Kanban Card
Example**

|  |  |  |
| --- | --- | --- |
| 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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