CSP Grant Subrecipient Instructions for Submitting Inventory Reports
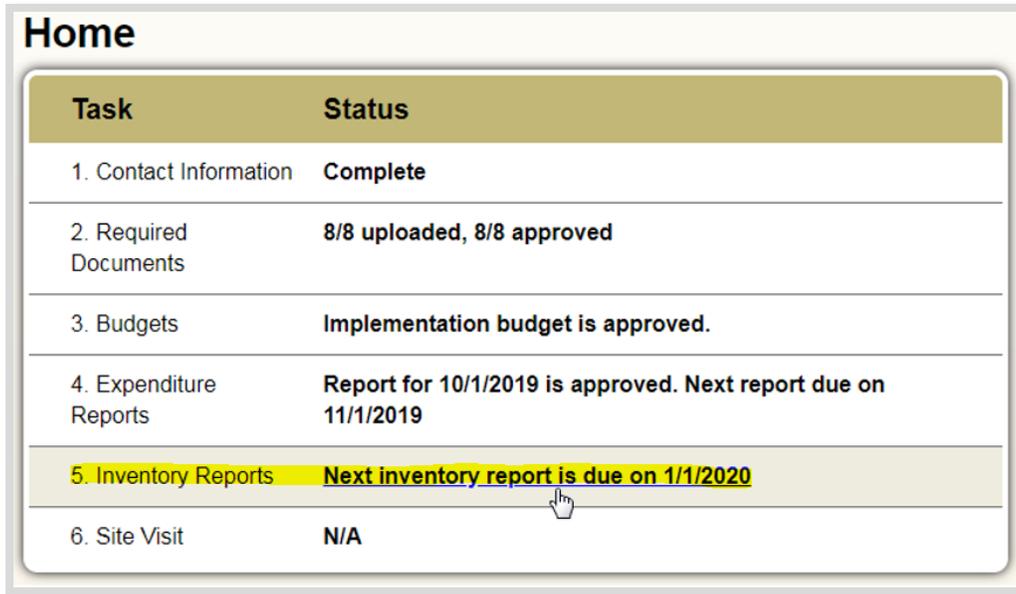
The instructions for completing an inventory report are below. All CSP grant recipients must submit an inventory report in the Charter Schools Project Tracking System (www.flcsp.org) semi-annually during the implementation award period and no later than January 1st and July 1st. Semi-annual reporting of inventory is a compliance requirement. The Department retains authority to terminate, with written notice, a project that does not demonstrate progress toward opening and operating a high-quality charter school.

1. **Log in to FLCSP (www.flcsp.org) with your username and password.**

2. **Select the inventory report notification link.**

3. **On the Manage Inventory page, select New Report.**

4. **On the following page, verify the tag number, location, and status for each inventory item listed. Each item's information may be updated individually or all at once.**

To update items individually, select the Edit button as pictured below.

To update all inventory items at once, follow steps A-C below.

A. Export the inventory report.

B. Update the information in Microsoft Excel. *Note: Do not edit the column headings. Editing the heading will cause an error with the import.*

C. Import the updated file to the grant tracking system.

Import Inventory

Back to inventory report

Choose File   No file chosen   Import

5. After completing the updates, select Submit.