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State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY

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AMY DAVIS
Acting Director

TO: DSS Customers

FROM: Ayman Alminawi, Assistant Division Director, DSS

COPY: Amy Davis, Acting Director, DPP
Gregg Olivera, Deputy Director, DPP

DATE: December 16, 2024

SUBJECT: DSS Closing in March, 2025

Distribution and Support Services (DSS) will be conducting its next physical inventory in March 2025. As part of maintaining high business standards, and to improve DSS's services throughout the year; it is essential to temporarily pause DSS's operations in order to perform the 2025 physical inventory. *Please be prepared in this regard;* DSS's customers are strongly encouraged to make necessary arrangements to ensure their operation is not negatively impacted.

In order to better benefit DSS customers, DSS has moved the corresponding timeframe to late March, as follows:

1. **Closing:** DSS (including Customer Service Unit) will be closed, inclusively from March 10, 2025 to March 14, 2025.
2. **Customer Order Placement:** DSS will not receive customer orders (eCommerce/NJSCS will not be available to place orders), inclusively from February 28, 2025 to March 16, 2025. Order placement will resume on Monday, March 17.
3. **Customer Deliveries:** DSS will not make customer deliveries, inclusively from March 10, 2025 to March 14, 2025.
4. **Frequency:** DSS may conduct an annual inventory during this approximate timeframe each year.
5. **Questions:** Please contact DSS's Customer Service Unit at (609) 530-3308 or dsscustomerservice@treas.nj.gov.

Thank you for your cooperation.