MIKIE SHERRILL
Governor

State of New Jersey

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DIVISION OF PURCHASE AND PROPERTY
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TO: **DSS Customers**

FROM: Ayman Alminawi; EdD, Assistant Division Director, DSS *Ayman Alminawi*

COPY: Amy F. Davis, Esq., Acting Director, DPP
Gregg Olivera, Deputy Director, DPP
Robyn Kirkland, Chief of Staff, DPP
DSS Unit Supervisors

DATE: November 02, 2026

SUBJECT: DSS Closing for Physical Inventory in March 2027

Distribution and Support Services (DSS) will be conducting its next physical inventory in March 2027.

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 to perform the 2027 physical inventory. *Please be prepared in this regard*; DSS's vendors as well as customers, *except for Canteen and Drop-Ship users*, are strongly encouraged to make necessary arrangements to ensure their operation is not negatively impacted.

To better benefit DSS customers, the timeframe of DSS's order fulfillment will be temporarily modified, as follows:

A. DSS *(including Customer Services)* will be **closed** for four (4) business days, inclusively from ***March 5 to March 10, 2027***.

B. DSS **will not make customer deliveries**, inclusively from ***March 8 to March 11, 2027***.

C. DSS **will not receive customer orders** (eCommerce will not be available to place orders), inclusively from **12:00PM on *February 26 to March 10, 2027***.

D. Order placement will resume **08:00AM** on *Thursday,* ***March 11, 2027***.

DSS's annual inventory activities are expected to be performed during this approximate time period every year. For relevant questions, please contact DSS's Customer Service Unit at (609) 530-3308 or dsscustomerservice@treas.nj.gov.

Thank you for your cooperation.