State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
DISTRIBUTION & SUPPORT SERVICES
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TO: **DSS Vendors**

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 product acquisition will be temporarily modified, as follows:

A. DSS will be **closed** for four (4) business days, inclusively from ***March 5 to March 10, 2027***.
B. DSS **will not receive vendor deliveries**, inclusively from ***March 5 to March 10, 2027***.
C. DSS receiving hours—March 1 to March 4, 2027—will be from 7:00AM until 2:30PM.
D. DSS receiving hours—March 11 to March 19, 2027—will be from 7:00AM until 2:30PM.
E. On Monday, March 22, 2027, DSS will resume regular receiving hours of 8:00AM to 2:00PM (unloaded).

DSS's annual inventory activities are expected to be performed during this approximate time period every year. For relevant questions, please contact DSS Acquisition Unit at 609-583-9122, DSSAcquisitions@treas.nj.gov, or DSS Receiving Unit at 609-583-9115, DSS.Receiving@treas.nj.gov.

Thank you for your cooperation.