



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE & PROPERTY
DISTRIBUTION & SUPPORT SERVICES
P. O. BOX 234
TRENTON, NEW JERSEY 08625-0234

TELEPHONE (609) 530-3300 FAX (609) 530-4582

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

STREET ADDRESS:
1620 STUYVESANT AVE.
TRENTON, NJ

TO: All DSS Customers
FROM: Russell Tavernier, Supervisor DSS
DATE: August 10, 2021
SUBJECT: NOTICE OF CLOSING FOR INVENTORY

Distribution and Support Services (DSS) will conduct the annual physical inventory during the week of December 27th, 2021. There will be no delivery service from December 27th until January 10th, 2022, inclusive. Consequently, some shifting in our normal delivery schedule will be necessary. However, we appreciate your cooperation in making these adjustments. Please make every effort to anticipate your order requirements and submit your order as early as possible. DSS must receive your order at least five business days prior to your regularly scheduled delivery day to ensure delivery of your goods. DSS greatly appreciates customers' efforts to place orders two weeks in advance wherever possible. Agencies should resume placing orders with DSS starting January 5th so that deliveries may be resumed beginning Monday, January 10th, 2022.

Schedule is subject to change according to unforeseen circumstances

Please note the following dates:

Wednesday & Thursday, December 22nd & 23rd – Deliveries only will be made. DSS will be closed for all customer pick-ups.

Monday, December 27th through Friday, January 7th (inclusive) – No deliveries will be made.

Monday, January 10th – Deliveries resume.

Customer Service staff will be available throughout this process. If you have any questions, please contact our Customer Service Unit at (609) 530-3308.

c: DPP Management
Fiscal
Joseph Signoretta
Tynisa Hall
Ayman Alminawi

Russell Tavernier 8/11/21
Tynisa Hall 8/11/21
Joseph Signoretta 8/11/21
[Signature] 8/11/21