



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE & PROPERTY
DISTRIBUTION & SUPPORT SERVICES
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TRENTON, NJ

To : DSS Customers & Vendors

Date & Ref : 445_DSS_Customers_Vendors_Closing_2022.09.15 v2

Subject : DSS Closing in December, 2022

Distribution and Support Services (DSS) will conduct 2022's annual physical inventory.

Please be prepared; DSS's customers and vendors are strongly encouraged to make the necessary arrangements to ensure their operation is not negatively impacted.

Please consider the following elements:

1. **Closing:** DSS (including Customer Service Unit) will be closed, inclusively between December 27, 2022 and December 30, 2022.
2. **Customer Order Placement:** DSS will not receive customer orders (eCommerce/NJSCS will not be available to place orders), inclusively between December 19, 2022 and December 30, 2022.
3. **Customer Deliveries:** DSS will not make customer deliveries, inclusively between December 27, 2022 and January 2, 2023.
4. **Vendor Deliveries:** DSS will not receive vendor deliveries, inclusively between December 27, 2022 and December 30, 2022.
5. **Frequency:** DSS will conduct an annual inventory during this approximate timeframe each year.
6. **Questions?** Please contact DSS's Customer Service Unit at (609) 530-3308 or dsscustomerservice@treas.nj.gov

Thank you so much for your collaboration.

Dr. Ayman Alminawi, EdD
Chief of Operations
Distribution and Support Services (DSS)
Division of Purchase & Property,
Department of the Treasury

Russell J. Fargnoli 9/15/2022
Ayman
Joseph Hall
 9/15/2022

CC: Treasurer's Office, DPP Senior Management, DSS Management Team, DSS Unit Supervisors, & File