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

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AMY DAVIS  
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**TO:** DSS Customers

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

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

**DATE:** November 06, 2025

**SUBJECT: Correction - DSS Closing in March, 2026**

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This memo supersedes the previously distributed memo dated November 3<sup>rd</sup>, 2025.

Distribution and Support Services (DSS) will be conducting its next physical inventory in March 2026. 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 2026 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.

In order to better benefit DSS customers, the corresponding timeframe is as follows:

- A. DSS (including Customer Service Unit) will be closed for four (4) business days, inclusively from *March 6 to March 11, 2026*.
- B. DSS will not make customer deliveries, inclusively from *March 9 to March 12, 2026*.
- C. DSS will not receive customer orders (eCommerce will not be available to place orders), inclusively from 12:00PM on *February 27 to March 11, 2026*.
- D. Order placement will resume 08:00AM on *Thursday, March 12, 2026*.

DSS' annual inventory may occur around this approximate timeframe each year. For relevant questions, please contact DSS's Customer Service Unit at (609) 530-3308 or [dsscustomerservice@treas.nj.gov](mailto:dsscustomerservice@treas.nj.gov).

Thank you for your cooperation.