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DIVISION OF PURCHASE AND PROPERTY

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AMY DAVIS
Acting Director

TO: DSS Vendors

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

This memo supersedes the previously distributed memo dated November 3rd, 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 will be closed for four (4) business days, inclusively from *March 6 to March 11, 2026*.
- B. DSS will not receive vendor deliveries, inclusively from *March 6 to March 11, 2026*.
- C. DSS receiving hours—March 2 to March 5, 2026—will be from 7:30AM until 3:00PM.
- D. DSS receiving hours—March 12 to March 20, 2026—will be from 7:30AM until 3:00PM.
- E. On Monday, March 23, 2026, DSS will resume regular receiving hours of 8:00AM to 2:00PM (unloaded).

DSS' annual inventory may occur around this approximate timeframe each 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.