



PHILIP D. MURPHY
Governor

State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY

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DISTRIBUTION & SUPPORT SERVICES

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AMY DAVIS
Acting Director

MEMORANDUM

To : DSS Customers
Copy : Amy Davis, Acting Director, DPP
Gregg Olivera, Deputy Director, DPP
Date & Ref : December 07, 2023. 445_DSS_Customers_Vendors_Closing_2023.12.07 v4
Subject : DSS Closing in March, 2024

As part of maintaining high business standards, and to improve our services throughout the year; it is necessary to temporarily close down operations for physical inventory. In order to better benefit our customers, we have moved our timeframe to late March (dates below).

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

Distribution and Support Services (DSS) will conduct 2023/2024's physical inventory, as follows:

1. **Closing:** DSS (including Customer Service Unit) will be closed, inclusively from *March 22nd, 2024 to March 27, 2024.*
2. **Customer Order Placement:** DSS will not receive customer orders (eCommerce/NJSCS will not be available to place orders), inclusively from *March 16, 2024 to March 27, 2024.*
3. **Customer Deliveries:** DSS will not make customer deliveries, inclusively from *March 25, 2024 to March 28, 2024.*
4. **Vendor Deliveries:** DSS will not receive vendor deliveries, inclusively from *March 22nd, 2024 to March 28, 2024.*
5. **Frequency:** DSS may conduct an annual inventory during this approximate timeframe each year.
6. **Questions?** Please contact DSS's Customer Service Unit at (609) 530-3308 or dsscusterservice@treas.nj.gov

Thank you for your cooperation.

Ayman Alminawi; EdD, PMP, CIA
Assistant Division Director
Distribution and Support Services (DSS)
Division of Purchase & Property,
Department of the Treasury

CC: DPP Senior Management, DSS Management Team, DSS Unit Supervisors, & File