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

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AMY DAVIS  
*Acting Director*

**MEMORANDUM**

**To** : DSS Customers

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

**Date** : November 29, 2023

**Ref** : 830\_DSS\_Customers\_Markup Rate Update\_2023.11.29, v3

**Subject : Decrease in DSS' Markup Rate, CY2024**

A while ago, DSS' mark-up rates were increased due to certain economic factors and financial constraints. However, DSS has recently conducted a review of DSS' financial standing and markup rates.

Therefore, DSS is pleased to announce a reduction in DSS' markup rates effective January 2<sup>nd</sup>, 2024, as follows:

- 1) Markup for Warehouse Sales—currently 19.75%—will be 18.75%.  
The corresponding restocking fee, if applicable, will be assessed at 18.75%; please see the updated return policy on DSS' eCommerce page.
- 2) Markup for Canteen Sales—currently 7.75%—will be 6.75%.
- 3) Markup for Drop-Ship Sales—currently 7.75%—will be 6.75%.

For any questions in this regard, please contact DSS Customer Service Unit at 609-583-9104.

Thank you for your cooperation.

Ayman Alminawi  
Assistant Division Director  
Distribution and Support Services (DSS)  
Division of Purchase & Property  
Department of the Treasury

CC: DPP Chief of Staff, Fiscal Team, DSS Unit Supervisors, File.