



# Seguin Police Department



It's real.

350 N. Guadalupe Street  
Seguin, Texas 78155

Phone: (830) 379-2123  
Fax: (830) 401-2379

## MEMORANDUM 22-09

**TO:** Susan Caddell, Director of Finance  
Steve Parker, City Manager

**FROM:** Terry Nichols, Chief of Police

**REF:** Donation of Surplus Property – Primera DVD Burner to Gonzales PD

**DATE:** February 2, 2022

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The Police Department has a Primera DVD Burner that did not work well for us and is now obsolete. The burner has not been used in over two years and has been stored away since 2019. When originally purchased in 2015 the original cost was \$3,295.

The Gonzales Police Department has expressed interest in the equipment for their Records staff; the Records Division is staffed by only one person and this equipment would greatly assist. We would like to donate the DVD burner to the Gonzales Police Department.

A Disposal Asset Form is attached.

Please let me know if you have any questions.

**O.U.R. S.P.D.**

*Order, Understanding, Respect, Service, Pride, Dedication*